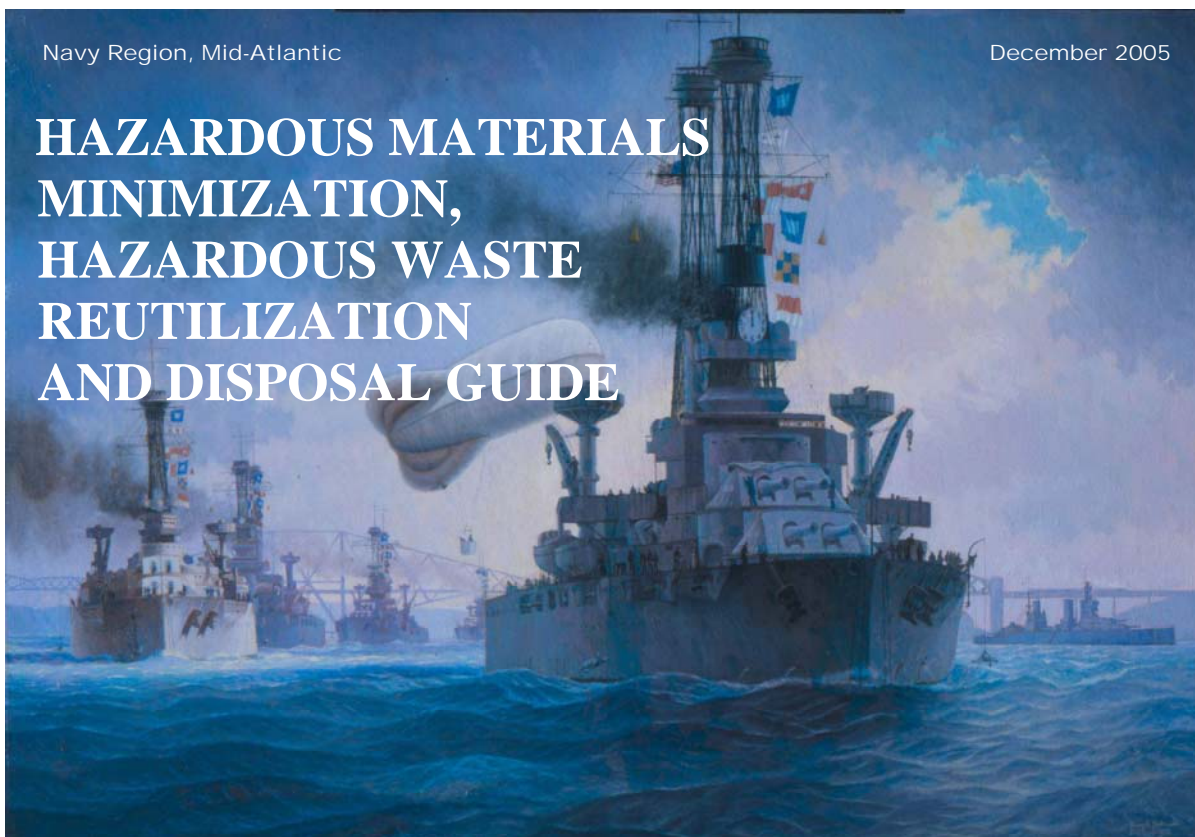


# HAZARDOUS MATERIALS MINIMIZATION, HAZARDOUS WASTE REUTILIZATION AND DISPOSAL GUIDE



The purpose of this guide is to provide information on the appropriate management procedures pertaining to the reutilization of hazardous material, and minimization and disposal of hazardous waste. By adhering to these procedures, we can ensure that items will be managed in a manner that will safeguard the environment, will not violate any Federal regulations or Navy instructions, and will be cost effective.

This guide is available at [http://www.cnrma.navy.mil/environmental/hazardous\\_waste.htm](http://www.cnrma.navy.mil/environmental/hazardous_waste.htm) on the web. If you have any questions, comments, or suggestions pertaining to the information in this guide, please contact the Hazardous Waste Program Manager(s) listed below:

Naval Station Norfolk, Craney Island, St. Juliens Creek Annex, NAB Little Creek, South Gate Annex, Scott Center Annex	Mr. Tom Kowalski	445-6775
NWS Yorktown, Cheatham Annex, NAS Oceana, Dam Neck Annex, NSA Northwest Annex, Dare County, Fentress Airfield	Mr. Khoa Nguyen	445-6730

The guide is divided into 4 main sections

- Waste Minimization Information
- Hazardous Material Reutilization Information
- Hazardous Waste Management and Disposal Information
- Management of Specific Materials/Wastes

The first three sections of this guide will provide you information on how to best manage your excess hazardous material (HM) or the hazardous waste (HW) that you may generate.

The Waste Minimization Information section will provide tips and information on how to generate less waste. Reducing waste generation is the most cost-effective way to manage waste. Additionally, not creating waste in the first place reduces an activity's waste management and environmental workload.

The Hazardous Material Reutilization Information section provides various options that can be taken as opposed to disposal. This section provides information and procedures on how to return hazardous material (HM) to Hazardous Material Minimization Centers (HAZMINCENS), shelf-life extension procedures, various recycling and cross-decking efforts and the material transfer procedures to DRMO for public resale.

The Hazardous Waste Management and Disposal Information section of this guide details the procedures to be followed to dispose of an item. Hazardous waste (HW) disposal is the most costly and most regulated method of managing expired or unneeded hazardous materials. The cost of disposal is often more than the purchase cost of the material, thus every effort should be made to avoid disposal as a hazardous waste. The options detailed Sections I and II should be explored prior to hazardous waste disposal. This section also discusses procedures for managing hazardous wastes in authorized areas for shore activities in accordance with applicable Navy instructions and the Resource Conservation and Recovery Act (RCRA).

Section IV of this guide, Management of Specific Materials/Wastes, provides instructions for the management of specific hazardous wastes that are generated most frequently.

**Useful contact information is listed at the beginning of each section. For a full list of points of contact related to this guide, see Appendix 1.**

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# **I. WASTE MINIMIZATION INFORMATION**

## **A. *USEFUL CONTACT INFORMATION***

The following contact information may be useful for obtaining additional information related to the issues discussed in this section. For further contact information, see Appendix 1.

- Regional Environmental Pollution Prevention Program: 433-3443.
- Hazardous Material Minimization Centers (HAZMINCENs)
  - HAZMINCEN – Little Creek: 462-4053
  - HAZMINCEN – Norfolk: 444-8230
  - HAZMINCEN – Oceana: 433-3730
  - HAZMINCEN – Northwest: 444-8230
- Reuse Store (Naval Station Norfolk, Bldg. X-218): 445-7942
- Regional Recycling Program: 444-5335

## **B. *WORK PRACTICES AND MATERIAL SUBSTITUTION***

In an effort to reduce the generation of hazardous wastes, users of hazardous materials should incorporate the following ideas into their everyday work practices.

- Hazardous materials control and management: Activities should adopt procedures to minimize and control the acquisition of hazardous materials. Control and management procedures are excellent ways to prevent waste, fraud and abuse as well as to ensure that hazardous materials are utilized prior to the expiration of their shelf life. Having the correct amount of hazardous material for a job and using the material before it expires will save the activities time and money in reduced hazardous waste workload.
- Can the material be obtained for free at the Re-Use Store? Rather than bringing more hazardous materials on to Navy property that must be managed in accordance with Navy guidelines, reuse of another work center's overage is recommended.
- Process changes: Is there a way to conduct the work without using hazardous material or creating hazardous waste? The Navy is constantly testing safer, more environmentally friendly chemicals and processes. For the latest developments, call your NATEC representative or the Regional P2 Media Managers for further points of contact.
- Material substitution: Is there a less hazardous or more "environmental friendly" material that can be substituted for the hazardous material? Defense Logistics Agency has developed an environmental products catalog that can be found at <http://www.dscr.dla.mil/products/epa/eppcat.htm>. The catalog gives brief equipment descriptions, national stock numbers, and environmental benefits.

- **Recycle/Reuse:** Instead of disposing of an item, is there another use for this material within your command? Is the item recycled through the Regional Recycling Program? If the item is not currently accepted through the Program, should it be?

The Regional Environmental Pollution Prevention Program can provide assistance, insight and pollution prevention equipment in support of waste reduction efforts. If requested, the Regional Pollution Prevention Program will conduct a process evaluation **free of charge**.

**PLEASE NOTE:** When applicable, relevant technical manual guidance must be the prevailing factor in any decision to use a substitute for hazardous material.

### **C. CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND INVENTORY MANAGEMENT PROGRAM (CHRIMP)**

In accordance with the Chief of Naval Operations message dated January 3, 2003, all ships and shore installations are required to fully implement CHRIMP.

All commands (ship or shore) can return excess and unused hazardous materials to the FISC HAZMINCENs. The Reuse Store is primarily located at Naval Station Norfolk Building X-218; however, excess and unused materials can be returned to any HAZMINCENs in the region. For more information please see section II.B of this guide.

The Regional HAZMINCENs are located as follows:

For Naval Station Norfolk Activities	- go to Naval Station Norfolk Bldgs. LF-50 or X-218 (Reuse Store)
For NAS Oceana and Dam Neck Annex Activities	- go to NAS Oceana Bldg. 826
For NAB Little Creek Activities	- go to NAB Little Creek Bldg. 2117
For NWS Yorktown and Cheatham Annex	- go to Fort Eustis Bldg. 1205

### **RECYCLING**

The Commander Navy Region Mid-Atlantic (CNRMA) offers a Regional Resource, Recovery, and Recycling Program that includes aluminum cans, corrugated cardboard, white office paper, white computer paper, lead acid batteries and scrap metal. Information on this and other recycling programs can be obtained by contacting the Mid-Atlantic Regional Recycling Program (RRP).

To continue recycling in a safe and environmentally responsible manner, we need your help when preparing your loads for delivery to the Recycling Center. It is important that you have a clear understanding of which materials are acceptable and those that are not. To help you in preparing your loads and to ensure they will be accepted at the Recycling Center, the following information is provided. This does not encompass all possible items, rather a general list of most frequently delivered items.

#### **1. Examples of Materials that are rejected.**

- a. Gasoline, diesel fuel, propane or other petroleum products
- b. Closed containers or cylinders
- c. Asbestos of any kind (such as pipe insulation or surfacing materials)
- d. Wire rope or cable in lengths greater than 3 feet
- e. Air conditioners and refrigeration units containing chlorofluorocarbons
- f. PCB containing materials such as capacitors, ballast, and transformers
- g. Fluorescent or mercury vapor lights and related fixtures
- h. Radioactive materials or containers
- i. Any material containing hazardous or toxic substances, materials or waste
- j. Free flowing fluids of any kind
- k. Dirt, debris, trash or waste of any kind
- l. Food or food byproducts
- m. Bedding or clothing products
- n. Cooking oil or grease
- o. Wood (accepted only at selected sites)
- p. Yard waste (accepted only at selected sites)
- q. Tires
- r. Contaminated rags (oily or paint)
- s. Lawn or plastic furniture
- t. Speedy-Dry or absorbent materials or chemicals
- u. Medical waste of any kind

## 2. *Examples of Materials that are Recycled.*

### **White Office Paper**

Picked up on a daily basis through prescheduled calls, or on a call in basis. Accepted during normal working hours at all the Recycling Centers.

### **Computer Paper**

Picked up on a daily basis through prescheduled calls, or on a call in basis. Accepted during normal working hours at all the Recycling Centers.

### **Cardboard**

Picked up on a daily basis through prescheduled calls, or on a call in basis. Accepted during normal working hours at all the Recycling Centers.

### **Aluminum Soda Cans**

Picked up during normal scheduled runs. Soda cans may be bagged and placed in the organizational 90-gallon containers, or bagged and placed beside the container for pickup. Accepted during normal working hours at all the Recycling Centers.

**Plastic soda containers**

Recycled in the same manner as the aluminum containers. Drained of liquids and placed in a bag for pickup.

**Metal Items**

Accepted at the Recycling Centers during normal working hours. Units with special needs should contact their Recycling Center, located at their installation.

**Dock Lines**

Accepted at the Recycling Centers during normal working hours. All lines must be coiled and secured to a pallet when dropped off at the Recycling Centers.

**55 Gallon Drums**

Accepted at the Recycling Center during normal working hours. Empty 30 or 55 gallon drums cannot be placed in the metals only dumpster. Drums accepted will be completely empty of all liquids. Drums containing one inch or more liquid will be rejected. Drums that contained hazardous or toxic waste will be rejected unless they have been steamed cleaned and labeled safe.

**Compressed Gas Cylinders**

Accepted at the Recycling Center during normal working hours. Prior to receipt of the cylinders the needle valve must be removed and the cylinder cut in half, or cut wide enough to indicate that the cylinder cannot be under pressure again.

**Refrigeration Containers**

Accepted at the Recycling Center during normal working hours. Prior to receipt of the container, the top must be removed and the blow out hole punctured.

**Furniture**

Accepted at the Recycling Center during normal working hours.

- (a) Desk. Must have the wooden top removed and the drawers removed.
- (b) Filing cabinets. Must be cleaned of all files and papers.
- (c) Chairs. Must have the cloth bottoms, backs, and armrests removed.

***Appliances***

Accepted at the Recycling Center during normal working hours.



- (a) Refrigerators. Must have the compressor certified freon-free and have the run and start capacitors removed.
- (b) Air Conditioners. Must have the compressor certified freon-free and have the run and start capacitors removed.
- (c) Washers and Dryers. Accepted during normal working hours.
- (d) Compressors must have the Freon laden oil (Hermetic/semi Hermetic) drained/ oil free.

### ***Newspaper***

Accepted at all the Recycling Centers during normal working hours. Can be placed in your blue 90-gallon organizational recycling container.

### ***Phone Books***

Accepted at the Recycling Center during normal working hours. Ten or less will be picked up during normal paper runs by recycling. Commands with larger requirements for disposal should contact the Recycling center with their requirements and schedule an appointment.

### ***Motor Vehicle Parts***

Accepted at the recycling Center during normal working hours. Units must deliver their parts in government vehicles.

- (a) Engine Blocks. Must be drained of all fluids. Oil filters and pans must be removed
- (b) Transmissions. Must be drained of all fluids and open.
- (c) Rear ends. Must be drained and the plate removed.

### ***Oil Filters***

Accepted at the Recycling Center during normal working hours. Oil filters will be accepted under the following conditions. The filter must be hot drained for a minimum of 24 hours. Place the drained filter in a 55-gallon steel drum. Make sure the drum is properly sealed and labeled, using the locking ring and bolt. The label should contain the name of the unit, and marked as used oil filters.

### ***Batteries***

Accepted at the Recycling Center during normal working hours. Only lead acid batteries(marine vehicular, and forklift) can be accepted. The following restrictions apply.

- (a) Batteries should be in good condition with caps securely in place. Batteries that are cracked or have missing caps will be accepted if they are properly drained or properly contained.
- (b) The customer must deliver the batteries to the Recycling Center in a government owned vehicle.
- (c) Hours of operation are Monday-Friday 0700-1500.
- (d) All other batteries (nickel-cadmium, mercury and lithium, alkaline and carbon-zinc) must be managed as HW.

*PLEASE NOTE: Lead Acid Batteries encased in plastic are the only batteries that will be accepted.*

### ***Aerosol Cans***

Accepted at the Recycling Center during normal working hours. Cans will only be accepted under the following conditions.

- (a) The aerosol cans must be empty and placed in plastic bags of no more than 25 cans.
- (b) Cans that contained pesticides, insecticides, or fungicides will be rejected.
- (b) Full or partially full cans will be rejected.

### ***Paint Cans***

Accepted at the Recycling Center during normal working hours. Cans will only be accepted under the following conditions.

- (a) Empty paint cans (less than 1 inch of dry paint in the bottom) will be accepted.
- (b) Wet cans with any amount of paint in them will be rejected.
- (c) Cans containing greater than 1 inch of dry paint will be rejected.

### ***Toner Cartridges***

Accepted at the Recycling Center during normal working hours. Cartridges must be placed in a plastic bag and sealed to prevent powder from spilling. Cartridges can be placed in the Blue Recycling container at your command if they are bagged and sealed. Larger quantities can be picked up if required.

### ***Brass Shell Castings***

Accepted at the Recycling Centers during normal working hours. Brass shell castings will be accepted only under the following conditions. Only "INERT" fifty (.50) caliber shell castings and below will be accepted. Twenty (20) millimeter and above must be sent to DRMO. All .50 caliber shell castings must be separated from smaller shell castings. Shell castings must be packed in sealed and labeled 55-gallon drums. Drums must be accompanied by a DD1348-1A that includes

Generating Command/Range Quantity, Date, Names and Signatures of personnel certifying and verifying that all shell castings are inert .

*PLEASE NOTE:* Some items collected and received will change from time to time based on the commodities markets. If you find or have items not covered by the above and you are uncertain about them, please call your local Recycling Center.

The Regional Recycling Centers are located as follows:

For Naval Station Norfolk Activities	- go to Naval Station Norfolk Bldg. Z-309 & Q-99
For NAS Oceana & Dam Neck Annex Activities	- go to NAS Oceana Bldg. 531
For NAB Little Creek Activities	- go to NAB Little Creek Bldg. 124
For NWS Yorktown and Cheatham Annex	- go to NWS Yorktown Bldg. 379

## **II. HAZARDOUS MATERIAL REUTILIZATION INFORMATION**

If you have excess and unused hazardous material, it is important the following alternatives to disposal be considered. Disposal of the hazardous material should be utilized as a last resort.

- ◆ Returning to supply (HAZMINCENs) for credit or reuse
- ◆ Extending shelf-life
- ◆ Crossdecking use
- ◆ Turning in to DRMO

### **A. *USEFUL CONTACT INFORMATION***

The following contact information may be useful for obtaining additional information related to the issues discussed in this section. For further contact information, see Appendix 1.

- Regional Environmental Pollution Prevention Program: 433-3443.
- HAZMINCEN – Little Creek: 462-4053
- HAZMINCEN – Norfolk: 444-8230
- HAZMINCEN – Oceana: 433-3730
- HAZMINCEN – Northwest: 444-8230
- Reuse Store (Norfolk, Bldg. X-218): 445-7942
- Regional Recycling Program: 444-5335
- DRMO (Norfolk): 444-5198, 444-5173

### **B. *RETURNING HAZARDOUS MATERIALS (HM) TO SUPPLY (HAZMINCENs)***

If you purchase HM and determine the item is not needed, it can be returned to the HAZMINCENs for a refund within 3 days. Please note that refunds are not given on special (non-stock) orders. The Fleet Industrial Supply Center (FISC) also offers a Reuse Store located at Naval Station Norfolk, Building X-218. The Reuse Store will accept and issue excess or unused HM **free of charge**. HM destined for the Reuse Store can be turned in at any of the FISC HAZMINCENs across the region. To return excess/unused material, the item must meet the following conditions:

1. Four copies of completed DD Form 1348-1A must accompany the material or DD Form 1348-1 created by HICSWIN (see Appendix 2 for instructions).
2. Material is unopened and has original labels.

3. Container is undamaged or minimally damaged (i.e. slightly dented). Containers are minimally rusted.
4. FISC will accept Type II shelf life material regardless of current shelf-life status, and some Type I material (see section II.C).

**MORE THAN 4 PALLETS TURN-IN REQUIREMENTS - Ships**  
**(For NAB Little Creek Activities the following applies for more than 2 pallets)**

If you have more than 4 pallets of unused or excess hazardous materials to get rid of, use the following guidelines. ***Ships*** need to coordinate the offload/turn-in through their assigned ECAP Technician. All hazardous materials leaving ships must have been processed through the HAZMINCEN via HICSWIN.

The offload procedure is as follows:

1. **PLANNING:** Once informed of a request for an offload, the LSR will contact the assigned ECAP Technician.
2. **REVIEWING:** The ECAP Technician for ships will examine the items that you wish to relinquish custody of to determine what is still usable and what is excess used material.
3. **TRACKING:** Data management for turn-in involves two software programs depending on the type of excess stock. HICSWIN will be the software used for all reuse material offloaded and Resupply for all BP-28 (Deep Stock) material offloaded. These programs have the capability to print four (4) copies of DD Form 1348-1A or 1348-1, "Material Turn-In." The 1348-1A or 1348-1 must have the ECAP acronym stamped on the document prior to turn-in.

Additional information regarding disposal procedures and is detailed in Section III of this guide.

**C. EXTENDING SHELF LIFE**

All shelf-life material is either Type I or Type II.

Type I shelf-life items are materials that have a set expiration date, which cannot be extended. Once this date has passed, the material cannot be used for its intended purposes and can be turned into DRMO (for resale or disposal).

Type II shelf-life items are materials that do not have a specific expiration date. The manufacturer typically will recommend that the item be re-evaluated on a particular date. The label will usually state a "Test" or "Re-Inspect" date. Type 2 shelf-life items can be extended providing the material is still viable or usable. There are no set standards for Type II shelf-life extension evaluation; often the best approach is to use common sense when examining the item. In-house inspections and tests will suffice for extension of most of your material. There is no single source of test information. Locally developed instructions and old-fashioned common sense may be used. For most Type II materials, shelf-life extension tests are not complicated, do not require a laboratory, and can be done

on the spot by anyone with a minimum of training. They are usually nothing more than visual checks for damage or deterioration.

The General Services Administration (GSA) and all military services have developed separate storage standards. For example, shelf-life extension of paint can be accomplished according to the Federal Standard 793, "Depot Storage Standards." End users are authorized and encouraged to examine paint using FED-STD-793 guidelines or by using practical, end-use related tests to determine if the materials still meet their intended use. End users may extend the shelf life as long as the paint performs satisfactorily for their needs. Before disposing of paint, you are strongly encouraged to review FED-STD-793, paragraph 4. See NAVSUP P-485, Chapter 4, paragraph 4664 for further shelf-life material management guidance. For further assistance in determining if the shelf life can be extended, contact ECAP Technician on board or your supply officer. The best way to extend the life of all Type II materials is proper storage. For example, paints should not be stored below freezing and should be protected from rain or salt spray.

Defense Supply Center Richmond (DSCR), formerly Defense General Supply Center (DGSC), Richmond VA has a Quality Status List (QSL) which extends certain Type II Federal Stock Class (FSC) material. Included on the QSL are Federal Stock Classes (FSCs): 6635, 6750, 6810, 6840, 6850, 9110, 9150, and 9160. To obtain a copy of the microfiche that show the shelf-life extensions, contact DGSC (see Appendix 1 for contact information).

**REFERENCES - "Shelf Life Identification Management and Control" (PIN# V805830) is a video available at any electronic media center.**

#### ***D. CROSSDECKING MATERIAL***

If the excess/unused material cannot be returned, and your command no longer has a need for the material, another activity or squadron may be able to utilize the item. You may contact other activities' hazardous material managers to determine if they can utilize the material and arrange for transfer. If assistance is needed in finding a potential user, contact the Regional Environmental Pollution Prevention (P2) Program or FISC Reuse Store for assistance.

**PLEASE NOTE:** Prior to receiving hazardous material from another activity, contact your Safety representative or ECAP Technician to ensure that the material is authorized for use. The material must be listed on your Authorized Use List (AUL) or Type Ships Hazardous Material List (T-SHML). Also your Safety representative or ECAP Technician can assist you in obtaining a Material Safety Data Sheet (MSDS) for the item.

#### ***E. DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO), NORFOLK***

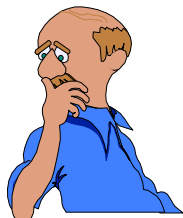
DRMO Norfolk may accept any material for resale that the HAZMINCENs cannot accept. Requirements for turn-in to DRMO are listed below. Contact DRMO to ensure acceptance and to arrange for the transfer of material.

1. Items may be expired, but containers should be in good condition--not rusted or dented.
2. If kits are being turned in, all parts of the kit must be included.

3. Paperwork required:
  - a. Two (2) copies of completed DD Form 1348-1A, or 1348-1 created in HICSWIN for each item. (See Appendix 2 for instructions).
  - b. Material Safety Data Sheet (MSDS) for each item.
  - c. The Occupation Safety and Health Administration (OSHA) Hazardous Chemical Warning Label must be present on the items. Only adhesive type labels are acceptable.
4. Examples of materials that DRMO Norfolk will accept:
  - a. All flammable materials (solvents, paints, etc.)
  - b. All photographic chemicals
  - c. Corrosive material (acids, bases, etc.)
  - d. Used synthetic oils and used synthetic hydraulic fluids
  - e. Mercuric nitrate
  - f. Cleaning compounds
  - g. Greases
5. Examples of materials that DRMO Norfolk will NOT accept:
  - a. Oxidizers (hydrogen peroxide, emergency escape breathing devices, etc.)
  - b. Dented or excessive, rusted drums
  - c. Open containers
  - d. Used items
  - e. Items containing polychlorinated biphenyls (PCBs)
  - f. Electron tubes containing radio-active materials

If your hazardous material (HM) is rejected by DRMO, please request a “917 rejection form”. This form provides specific information explaining why your HM was rejected. If the item was rejected for clerical reasons, make the necessary corrections and re-attempt transferring the item to DRMO for reutilization. Otherwise, contact the NAVFAC MIDLANT Environmental Services Department for disposal of the item. Please read the section III, entitled “HAZARDOUS WASTE MANAGEMENT AND DISPOSAL REQUIREMENTS” for specific instructions.

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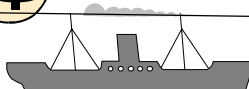
## What to do with hazardous material?

STEP #



**RETURN FOR CREDIT OR REUSE?**

YES



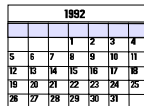
**HAZMINCENS  
Take It Back**

NO



**EXTEND SHELF-LIFE?**

YES



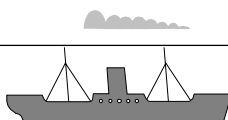
***Ships:** Contact  
Assigned ECAP Tech;  
**Shore Activities:**  
Contact Bldg. X-218 at  
Naval Station Norfolk*

NO



**CROSSDECK?**

YES



**Contact P2 Media  
Mgrs,**

NO



**DRMO  
(Government  
Resale)?**

YES



**Non Reuse  
Material**  
***Ships:** Contact  
Assigned Ecac  
Technician;  
**Shore Activities:**  
Turn in to DRMO  
or MIDLANT  
Material Disposal  
Operations Branch*

NO



**DISPOSAL**

YES



**PLEASE NOTE:** Ship forces are not permitted to self transport hazardous waste. Under no circumstances should hazardous waste be transported off base by a



*truck not authorized by MIDLANT Environmental. It is illegal to transport hazardous materials or hazardous wastes without meeting the required EPA and DOT training, certifications, and commercial drivers license endorsements.*

### **III. HAZARDOUS WASTE MANAGEMENT AND DISPOSAL INFORMATION**

If a hazardous material is determined to no longer be suitable for its intended purpose and all other routes of utilization have been attempted, the last management alternative is disposal as a regulated waste. MIDLANT Environmental Services Department, specifically the Hazardous Waste (HW) & Material Disposal Operations Branch is the region's HW transportation and disposal agent. MIDLANT HW & Material Disposal Operations Branch will pick up HW at Hazardous Waste Accumulation Areas (HWAAs), Satellite Accumulation Areas (SAAs) and at specified locations.

Funding for disposal of Fleet (FLT) activity's generated wastes has been established. Non-FLT activities are required to submit a valid Job Order Number (JON) when turning in waste. To establish a job order number, contact the appropriate Hazardous Waste Program Manager or NAVFAC MIDLANT Environmental Services Department or follow the procedure in Attachment 8. Hazardous waste management and disposal instructions are listed below.

#### **A. *USEFUL CONTACT INFORMATION***

The following contact information may be useful for obtaining additional information related to the issues discussed in this section. For further contact information, see Appendix 1.

- Regional HW Program Managers: 445-6775 or 6730
- MIDLANT Environmental Services Desk: 444-7528
- DRMO (Norfolk): 444-5198, 444-5173
- Regional Environmental Pollution Prevention Program: 433-3443 or 433-3438.

#### **B. *ACCUMULATION OF HAZARDOUS WASTES – Shore Activities:***

The Environmental Protection Agency and the Virginia Department of Environmental Quality regulate the management and disposal of hazardous waste (HW). The Regional Environmental Group is the HW permit holder for the Navy. To ensure compliance, the appropriate Regional Hazardous Waste Program Manager must approve establishment of all HW accumulation areas **prior to use**, as well as closure of the areas **prior to the planned closure date**. In addition, the Regional Environmental Group must be informed of any issues that have the potential to effect the Navy's ability to comply with the governing environmental regulations. All HW must be accumulated in designated areas separate from usable hazardous materials. There are two main types of authorized hazardous waste accumulation areas:

- Satellite Accumulation Areas (SAAs)
- Hazardous Waste Accumulation Areas (HWAAs)

## **1. SATELLITE ACCUMULATION AREA (SAA)**

The purpose of a Satellite Accumulation Area is to allow hazardous waste (HW) to be managed properly as it accumulates without interfering with the work process. There are no limits on the number of wastestreams that can be accumulated in a SAA. However, the total amount of hazardous waste accumulated in an SAA must not exceed 55 gallons. Each waste stream should be stored in a separate container, and the container must be compatible with the waste being stored. Once full, the container must be dated and removed from the SAA within 72 hours. For a hazardous waste generation site to qualify as a SAA it must meet several criteria, including the following:

- Be located at or near the point of generation
  - Be under the control of the operator of the process that generates the waste
  - Operators of SAA must be annually trained on the proper management and emergency response procedures.
  - May only store a maximum of 55-gallons total of all non-acute hazardous wastes or a maximum of one (1) quart for all acutely hazardous wastes
  - Be approved prior to use by the Regional Environmental Group
- **Before a container is 75% full or if one quart of acutely hazardous waste is accumulated,** contact MIDLANT Environmental Services Desk at 444-7528 to schedule a pickup of the waste. When scheduling your waste pick up, be sure to inform the Dispatcher that your area is a SAA site. MIDLANT's routine response time for a waste pickup is 3 to 14 days. Once a container is full, it must be dated immediately, and moved to an approved HWAA or a permitted facility within 72 hours.

The Regional Environmental Group has developed a Satellite Accumulation Area (SAA) checklist. The checklist, included in Appendix 6, provides a concise listing of the regulatory requirements of a SAA. It is **highly recommended** that each HW generator perform self-inspections of their SAA at least weekly, using the checklist. In addition, the Regional Environmental Group will perform SAA inspections at least quarterly to provide technical support, management guidance, and regulatory oversight. The standard operating procedure for SAAs is also included in Appendix 6.

## **2. HAZARDOUS WASTE ACCUMULATION AREA (HWAA)**

The purpose of a Hazardous Waste Accumulation Area (HWAA) is to allow for the temporary storage (not to exceed 90 days) of hazardous waste in preparation for transportation to a permitted treatment, storage or disposal facility. All HWAA's must adhere to various environmental regulatory requirements including:

- Obtain site approval by the Regional Environmental Group. A 14 day notice should be provided to the Regional Environmental Group prior to setting up a HWAA to allow for timely notification to the Virginia Department of Environmental Quality.
- Operators of a HWAA must be annually trained on the proper management and emergency response procedures.

- Operators of a HWAA must perform a documented inspection of their site every seven (7) calendar days and maintain those inspection records for three (3) years. The inspection is to be documented using the HWAA checklist that is included in Appendix 7. This checklist provides a concise listing of all of the regulatory requirements of the HWAA.
- **At least 30 days ( 45 days recommended ) prior to the expiration of the 90-day accumulation period**, contact MIDLANT Environmental Services Desk at 444-7528 to schedule a pickup of the waste. Inform the Environmental Services Desk that your waste is stored in a 90-day HWAA site. MIDLANT's routine response time for a waste pickup is 3 to 14 days.
- If a waste mixture is stored in a container, it is highly recommended that records be kept to indicate the approximate percentages of the components of the mixture. This is to minimize testing for disposal characterization.
- For closure of a HWAA, contact the Regional Environmental Group before the planned closure date.

The Regional Environmental Group will perform HWAA inspections at least quarterly to provide technical support, management guidance, and regulatory oversight. The standard operating procedure and inspection checklist for HWAA's are included in Appendix 7.

### **C. WASTE PACKAGING REQUIREMENTS - Ships or Shore Activities**

Hazardous waste must be properly packaged in the original or an approved container. Some volatile organic wastes require DOT specific packaging. Please direct specific questions to the appropriate Hazardous Waste Program Manager or Environmental Program Manager.

**Ships in local private shipyards:** Contact your assigned Enhanced CHRIMP Afloat Program (ECAP) Technician to initiate this action for you. Only Navy personnel or ECAP Technicians are authorized to contact MIDLANT Environmental Services Desk to schedule a pickup of the waste that the Navy generated. MIDLANT is not authorized to manage or pick up contractor's generated or co-generated wastes from private shipyards. MIDLANT's routine response time for pickups are 3 to 14 days. Since EPA provisional numbers are typically required for waste pickup from private shipyards, the MIDLANT response time may be longer. Please plan your work accordingly.

**PLEASE NOTE:** Ship forces are not permitted to self transport hazardous waste off base or on open roads under any circumstances. ***It is illegal to transport hazardous materials or hazardous wastes on regulated roadways without meeting the required EPA and DOT training, certifications, and commercial drivers license endorsements.***

#### **D. MATERIAL / WASTE PAPERWORK REQUIREMENTS - Ships or Shore Activities**

Four completed copies of the DD Form 1348-1A, or 1348-1 created in HICSWIN, are required for turn-ins of unusable hazardous material (HM) or hazardous waste (HW) to the HW & Material Disposal Operations Branch. Instructions on how to complete this form are listed in Appendix 2. Please fax a copy of the completed DD Form 1348-1A, or 1348-1 created in HICSWIN, to 445-1079 (MIDLANT Environmental Services Desk) prior to scheduling a pickup and to ensure prompt service. Daily pickups at piers (see section E below) do not require copy of DD Form 1348-1A, or 1348-1 created in HICSWIN, be faxed in advance. All four copies of the DD Form 1348-1A, or 1348-1 created in HICSWIN, are required at time of pickup. For ships, one copy of the 1348-1 created in HICSWIN must be stamped with the ECAP authorization. Copies are distributed as follows: client, MIDLANT driver, on container, and returned to FISC. Also, for material that was not procured through the Navy stock system, a Material Safety Data Sheet (MSDS) is required.

#### **E. MATERIAL / WASTE (4 or less pallets) TURN-IN REQUIREMENTS – Ships** **(For NAB Little Creek Activities the following applies for 2 or less pallets)**

Ships at Norfolk Naval Shipyard (NNSY) should contact the NNSY Occupation, Safety, Health, and Environmental Office (Code 106), for assistance with hazardous waste disposal.

Ships at Naval Station Norfolk piers with 4 pallets or less of Hazardous Waste (HW): MIDLANT HW & Material Disposal Operations Branch offers several HW pickup points on the piers. The specific piers and pickup times are listed below. Each ship is to contact and coordinate with assigned ECAP Technician. A representative from the ship must accompany the HW from the time it leaves the ship to the time it is picked-up by MIDLANT HW & Material Disposal Operations Branch.  
**Naval Station Norfolk Pier pickup schedule is as follows:**

##### Monday – Friday

0800-0915	Pier 9
0800-0915	Pier 12
1000-1115	Pier 2
1000-1115	Pier 4

Ships at NAB Little Creek piers with 2 pallets or less of Hazardous Waste (HW): MIDLANT HW & Material Disposal Operations Branch offers several HW pickup points on the piers, the specific piers and pickup times are listed below. Each ship is to contact and coordinate with assigned ECAP Technician. A representative from the ship must accompany the HW from the time it leaves the ship to the time it is picked-up by MIDLANT HW & Material Disposal Operations Branch.

#### **NAB Little Creek Pier pickup schedule is as follows:**

##### Tuesday and Thursday

0800-0900	Pier 15
1000-1100	Pier 56

**F. MATERIAL / WASTE (more than 4 pallets) TURN-IN REQUIREMENTS – Ships or Shore Activities (For NAB Little Creek Activities the following applies for more than 2 pallets)**

**Shore activities** need to contact the Environmental Services Desk to schedule a waste pickup and follow the offload procedure below.

**Ships** need to request and coordinate more than 4 pallets turn-in through the assigned ECAP Technician on board.

The offload procedure is as follows: Once informed of a request for an offload, the LSR will contact the FISC Hazmat representative or ECAP Technician and a MIDLANT HW Operations representative and schedule a meeting (called an offload conference) at your location. The MIDLANT representative will examine the items with the FISC Hazmat representative for shore activities and with the ECAP Technician for ships to determine what is still usable and what is a waste. The FISC, ECAP Technician for ships, and MIDLANT representatives will then work with you to get these items off of the ship or out of facility as soon as possible. FISC will take all of the usable material. and MIDLANT will take all of the waste. Allow 3 to 14 days for MIDLANT Hazardous Waste & Material Disposal Operations Branch to pick-up the waste.

If possible, ships should utilize the pier pickup option over the course of several days instead of scheduling an offload.

**PLEASE NOTE:** It is a violation of state and federal law to abandon HM/HW on the piers.

**PLEASE NOTE:** Oily rags, if possible, should be delivered to the MIDLANT Oil Recovery Branch (Bldg. Q50 at the Naval Station Norfolk). For specific details, see section IV, entitled “MANAGEMENT OF SPECIFIC MATERIALS/WASTES.”

## **IV. MANAGEMENT OF SPECIFIC MATERIALS/WASTES**

### **A. USEFUL CONTACT AND WASTE PICKUP INFORMATION**

The following contact information may be useful for obtaining additional information related to the issues discussed in this section. For further contact information, see Appendix 1.

- Regional HW Program Managers: 445-6775 or 445-6730
- MIDLANT Environmental Services Desk: 444-7528
- Regional Recycling Program: 444-5335

All waste turn-ins to MIDLANT HW & Material Disposal Operations Branch require four copies of the DD Form 1348-1A (for shore activities) or 1348-1 (for ships). For instruction on completing Form 1348, see Appendix 2. MIDLANT’s routine response time for a pickup is 3-14 days.

A job order number (JON) may be required for certain environmental services. To establish a JON, follow the procedure in Appendix 8.

## **B.     **ABSORBENT MATERIAL (a.k.a. SPEEDY-DRY, KITTY LITTER)****

Used absorbent material should be managed in the same manner as the substance that is absorbed into it. For example, if the absorbent material was used to absorb paint thinner, it must be managed as a HW. If the absorbent material has been used to absorb oil, the absorbent will be managed in a similar fashion as oil. Oily absorbent materials may be turned in to Building Q50 at Naval Station Norfolk, or contact MIDLANT Environmental Services Desk to schedule a pickup.

Most oil absorbents can be used more than once. Consider having a “used” barrel of oil absorbent that is used again and again until it is saturated prior to having it picked up.

## **C.     **AEROSOL CANS****

Do not crush aerosol cans prior to turn-in for disposal or recycling.

Aerosol cans containing pesticides, insecticides, and fungicides:

Whether empty, full or partially full, these must be turned in to MIDLANT HW & Material Disposal Operations Branch. Contact the Environmental Services Desk to schedule a pickup.

Aerosol cans that did not contain pesticides, insecticides, and fungicides:

- **Empty aerosol cans** are to be placed in a plastic bag (no more than 25 per bag) and deposited in the Regional Recycling Programs (metal only) dumpster. An empty aerosol can is defined as being empty to the point that, at atmospheric pressure; i.e. when the nozzle is depressed, no material or propellant is released from the container. Care must be taken to verify that the can is actually empty and that a clogged nozzle does not cause a lack of release.
- **Partially full or full aerosol cans** are to be returned to the HAZMINCEN for potential reuse. Contact our HAZMINCEN for more details. Also see the Material Reutilization Information section of this guide for additional alternatives to disposal. If the cans are rejected by the HAZMINCEN, contact Regional Recycling Program. The Recycling Program will puncture the cans, rendering them empty, then recycle the containers.

## **D.     **ANTIFREEZE****

Used antifreeze may be a non-RCRA waste. Do not mix the antifreeze with solvents or metals, as the mixture may be a hazardous waste. Contact the Regional HW Program Managers or the Environmental Desk for further guidance.

Antifreeze recyclers are available through the Pollution Prevention Program. It is also highly recommended that using propylene-glycol vice ethylene glycol be considered.

#### **E.     *APPLIANCES (a.k.a. WHITE GOODS)***

“A” condition metal appliances or equipment, such as washers, dryers, air conditioners may be turned in to DRMO (St. Juliens Creek Annex). Contact DRMO at 445-4077 to schedule an appointment. “A” condition material is defined as materials that are in good physical condition and are effective at performing their intended task.

Non “A” condition metal appliances or equipment, that once held freon, must be certified freon-free before turn-in to DRMO or before being placed in a Regional Recycling Programs (metal only) dumpster. If the metal appliance or equipment is found to contain freon, contact MIDLANT Maintenance Department at 444-4419 to arrange for an appointment to evacuate the freon from the equipment

Items must also be deemed PCB-free prior to turn in. Unless the item is labeled PCB-free, the MIDLANT Laboratory Services Branch will be required on a reimbursement basis to sample and test the item prior to the PCB certification.. If the equipment is found to contain PCBs, contact MIDLANT Environmental Services Desk to schedule a pickup.

**PLEASE NOTE:**     **It is a violation of state and federal law to vent freon or release PCBs to the environment!**

#### **F.     *AQUEOUS FILM FORMING FOAM (AFFF)***

NAVFAC MIDLANT Environmental Services Department will manage all waste AFFF solutions. MIDLANT Environmental Services Department can pick-up containers of AFFF solutions as well as larger quantities via the use of pump trucks. Contact MIDLANT Environmental Services Desk to schedule a pickup.

AFFF in its original containers can be turned in to the Reuse Store (Bldg. X-218 at Naval Station Norfolk).

Depending on the type of container, empty AFFF containers may be able to be recycled, contact the Regional Recycling Program for more details. If the container is deemed non-recyclable contact your Regional HW Program Managers for disposal options.

#### **G.     *ASBESTOS***

MIDLANT Environmental Services Department, specifically the Asbestos & Insulation Branch removes asbestos, on a reimbursable basis, from pipes, buildings, roofs, floors, etc., but only at shore commands. Contact the MIDLANT Environmental Services Desk at 444-7528 to schedule an asbestos removal or waste pick-up. Four completed copies of DD Form 1348-1A are required for disposal and a valid Job Order Number (JON) is required for removal operations.

For asbestos removal operations aboard ships or submarines contact the Ship Support Office.



If you are unsure if you are dealing with asbestos, shore activities should contact the MIDLANT Engineering's Asbestos & Lead Branch, Code 472 (they performed surveys of buildings and may have information), and ships should contact the Navy Environmental Preventative Medical Unit #2 (NEMPU2).

Disposal of safes and file cabinets that possibly contain asbestos: Shore commands contact CNRMA Safety to determine if the safe or file cabinet contains asbestos. If it does contain asbestos, then it must be double wrapped in plastic by the generator and delivered to DRMO St. Juliens Creek. Contact DRMO, to schedule an appointment and to ensure you have the proper paperwork. If transportation is required, call MIDLANT Transportation Services for assistance.

**PLEASE NOTE:** For guidance pertaining to demolition and renovation operations, see section IV.I, entitled "BUILDING MATERIALS."

## **H. BATTERIES**

All batteries are not managed in the same manner. Below are the specific disposal guidelines.

Alkaline Batteries and Carbon-Zinc batteries are non-hazardous and may be disposed of in a trash dumpster.

Lead Acid Batteries (encased in plastic): The Regional Recycling Program (RRP) accepts recyclable lead acid batteries meeting the following restrictions:

1. Only lead acid batteries (marine, vehicular, and forklift) can be accepted.
2. Batteries should be in good condition with caps securely in place. Batteries that are cracked or have missing caps will be accepted if they are properly drained or properly contained.
3. The customer must deliver the batteries to the RRP site in a government owned vehicle.
4. Hours of operation are Monday-Friday 0700-1500.
5. No turn-in document or appointment is required.
6. For additional information contact the RRP.

**PLEASE NOTE:** *the Recycling Program cannot recycle lead Acid Batteries encased in large metal casings, e.g. fork truck batteries.* These batteries must be turned into DRMO at St. Juliens Creek Annex. Contact DRMO for more information and to schedule an appointment for turn-in.

All other batteries, such as nickel-cadmium, mercury, lithium sulfur dioxide, magnesium dioxide, and damaged lead acid batteries must be managed as HW. Contact MIDLANT Environmental Services Desk to schedule a pickup.

## ***I. BUILDING MATERIALS***

Building materials, from demolition or renovation operations, which are suspected to contain lead and/or asbestos, should be characterized with representative sample(s) of the entire waste stream tested prior to disposal. Contact the Regional Environmental Group Hazardous Waste Program Managers for specific guidance. For safety-related issues, contact the Regional Safety Department or your command's Health and Safety official.

## ***J. COOKING OIL***

Used cooking oil/grease can be recycled. Do not mix hazardous materials (like pesticides) with cooking oil or grease. Do not dispose of cooking oil or grease in trash dumpsters.

At Naval Station Norfolk there are three 300-gallon containers available for the collection of used cooking oil/grease. The containers are located at the heads of Piers 3, 10 , and 14. The collection containers are located near the trash and metal only dumpsters. If questions exist regarding the use of these containers, contact the Regional Environmental Group.

At NAB Little Creek ,used cooking oil should be deposited in a special container located in the southeast corner of the NAB Galley (Bldg. 3607) parking lot. Contact the NAB Galley for drop off instructions and procedures.

## ***K. CYLINDERS – (Compressed Gas Cylinders - CGC)***

Empty metal gas cylinders can be recycled if empty and valves removed. Other compressed gas cylinders can be turned in to one of the following agencies as appropriate: Defense Depot Norfolk, Virginia (DDNV), DRMO, or Defense Depot Richmond, Virginia (DDRV). Contact the Recycling Group or Hazardous Waste Program Manager.

### **DDNV COMPRESSED GAS CYLINDERS YARD TURN-IN REQUIREMENTS**

Government owned, CGC that are empty, partially full, or full that can be reused will be managed by Defense Depot Norfolk, Virginia (DDNV) compressed gas cylinder division. Please note NAVFAC MIDLANT Environmental Services Department is not authorized to accept compressed gas cylinders in its facilities and does not handle any cylinders. Conditions for transfer to DDNV are as follows:

1. The cylinder must be stamped with "U.S. Government", "USN", "USAF", "USA", "US GOVT", "USMC" or some other government identifying mark.
2. A completed DD Form 1348-1A must accompany the cylinder. (See Appendix 2 for instructions). Include the type of cylinder (if known), size, and number of cylinders.
3. Large quantities of cylinders must first be approved prior to turn-in. Contact DDNV CGC Yard for guidance
- 4.

### **DRMO COMPRESSED GAS CYLINDERS TURN-IN REQUIREMENTS**

DRMO will dispose of Government owned cylinders, however DRMO will not accept physical custody of the cylinders. Store the cylinders in an appropriate place and follow the DRMO guidance listed below.

1. A completed DD Form 1348-1A must be submitted for the cylinders in question. (See Appendix 2 for instructions). Ensure that the 1348-1A contains the appropriate fund code and the stock number.
2. Provide a copy of the Material Data Safety Sheet (MSDS) for the cylinder's contents.

### **RECYCLING YARD COMPRESSED GAS CYLINDERS TURN-IN REQUIREMENTS**

Empty unusable Compressed Gas Cylinders (CGC) can be turned in to the Regional Recycling Program providing the following conditions are met.

1. Prior to receipt, the needle valve shall be removed and a hole or cut shall be made in the cylinder, rendering it useless. Also, the DOT permanent markings and Government-ownership markings shall be removed by grinding, (if not disfigured by the hole). A condemned tag (DD Form 1577, SN 0102-LF-016-8800) shall be affixed to the cylinder.
2. For additional information contact the Regional Recycling Program.

### **DEFENSE DEPOT RICHMOND, VIRGINIA (DDRV) CGC TURN-IN REQUIREMENTS**

Any CGCs containing Ozone Depleting Substances (ODS), i.e. freons, must be turned into DDRV, not MIDLANT HW & Material Disposal Operations Branch. If government ODS is in a contractor's cylinder, either the contractor's cylinder should be turned into DDRV, or the contents must be transferred to a government cylinder and then turned into DDRV. The local FISC command will ship the cylinders to Richmond, VA for you. Conditions for transfer to DDRV are as follows:

1. Paperwork requirements:
  - a. A completed DD Form 1348-1A must accompany the cylinder. (See Appendix 2 for instructions). Ensure that the 1348-1A contains the appropriate fund code and the stock number.
  - b. A DD Form 1149 with appropriate Accounting Authority must be completed prior to shipment.
2. Ship the cylinders to:  
Defense Depot Richmond, Virginia  
SWO400, Cylinder Operations  
800 Jefferson Davis Hwy  
Richmond, VA 23297-5000

3. Contact the Fleet Industrial Supply Center (FISC) Cylinder Division at Naval Station Norfolk or Defense Supply Center Richmond (DSCR). DSCR manages the ODS turn-in program for DDRV for assistance in packaging and shipping.

**PLEASE NOTE:** ODS in any types of containers are managed by DDRV and cannot be turned into MIDLANT for disposal. For further guidance, contact DDRV.

#### **NON-GOVERNMENT OWNED COMPRESSED GAS CYLINDER (CGC)**

All **non-Government owned**, reusable non-ODS CGCs must be returned to the original owners. If the cylinder is empty, it may be turned in to the Regional Recycling Program (RRP) providing the conditions for recycling (listed above) are met. If the cylinder still contains material follow the guidance listed below.

**PLEASE NOTE:** Depending on the cylinders content, it may be a violation of federal law to vent a cylinder to the atmosphere for the sole purpose of emptying it. If questions remain, contact Regional Environmental Group, Hazardous Waste (HW) Program Managers for guidance.

1. If the cylinder is from a contractor, return it to the contractor.
2. If the contractor cannot be located, return the cylinder to the manufacturer. The following information should be obtained before calling the manufacturer.
  - a. What type of gas the cylinder contains(ed).
  - b. Manufacturer's name, address, and phone number.
  - c. Department of Transportation (DOT) number.
  - d. Serial number.
  - e. Service pressure.
  - f. Last hydrostatic test date.
  - g. Any and all other numbers or identifying marks.
3. If no manufacturer can be identified, contact the Defense Supply Center Richmond (DSCR), formerly Defense General Supply Center (DGSC), in Richmond, VA with all the available information from the cylinder. They will be able to assist in identifying the manufacturer.
4. If the manufacturer does not want the cylinder, ask them to write a letter, on their letterhead to your command stating that they donate the cylinder to the U.S. Government. When this letter is received, turn the cylinder in to DDNV.

#### **UNKNOWN ORIGIN/ABANDONED COMPRESSED GAS CYLINDER (CGC)**

Contact the Regional Environmental Group, Hazardous Waste Program Managers for disposal assistance with CGCs, which have been abandoned or are of unknown origin.

## **L. DESICCANTS**

All desiccants can be disposed of as normal trash except for the following, which must be turned in to MIDLANT HW & Material Disposal Operations Branch for disposal:

- a. Fitrol clay products (grade 25) listed under NSN 6850-00-965-2280,
- b. Sigel silica gel listed under NSN 6850-01-036-9067,
- c. Davidson blue indicating gel listed under NSN 6850-01-266-1673,
- d. Zeolite molecular sieve (type 4axh5) listed under NSN's 6850-01-163-2954, 6850-01-143-7657, 6850-01-030-4827, 6850-01-201-7761 and 6850-01-321-3333.

## **M. DISCHARGES**

Chemicals and hazardous materials shall not be released into the air, onto land, or discharged into sinks, toilets, drains, oil water separators or any other sanitary sewer or stormwater system input without advanced approval of the Regional Environmental Group. The only exception is for a release or discharge occurring under a regulatory permit. Any questions, comments, or concerns related to discharges of any type should be directed to your local Environmental Department.

## **N. EMPTY CONTAINERS**

Empty metal or plastic containers (including 30- and 55-gallon drums) can be turned into the Regional Recycling Program (see section I.D for more recycling information). All material must be removed from the container prior to turn-in. Cans should not be crushed prior to turn-in for recycling. Contact the Regional Recycling Program to obtain a dumpster for empty container collection.

## **O. EXPLOSIVE WASTES**

All ammunition explosive waste or waste classified by the DOT regulations as explosive must be managed in accordance with the Regional Explosive Hazardous Waste Management Plan. Contact the HW Program Managers for further information or guidance.

## **P. FLUORESCENT / INCANDESCENT LIGHT BULBS**

**Fluorescent light bulbs** - Non-Hazardous fluorescent light bulbs may be disposed of in trash dumpsters. These bulbs are marked with green tips or green print indicating that they are non-hazardous or low mercury containing. Fluorescent light bulbs not marked in such a manner must be assumed to be a hazardous waste and must be managed as a hazardous waste, which includes packaging in a closed and sealed container with proper labeling. Shore activities shall return bulbs to the Self-Help Facility when procuring new bulbs or may contact MIDLANT Environmental Services Desk to schedule a pickup.

**Incandescent light bulbs** - Certain incandescent light bulbs are hazardous waste when discarded because of high contents of lead and possibly mercury. Examples include high-pressure sodium lamps manufactured by Philips Lighting Company or General Electric Company. If you are unsure

about proper characterization of the light bulb, consult the MSDS or the manufacturer. For future replacement, it is highly recommended that you consider buying “green” products. The Regional Pollution Prevention office can assist in finding manufacturers of “green” products.

***Q. FUEL FILTERS (OIL, JP-5, DIESEL AND Gasoline)***

Because of the flammability of gasoline, gasoline filters should be managed as hazardous waste.

**Solid Metal-Jacketed Oil Filters** - All solid metal-jacketed oil filters are exempted from waste management regulations if properly drained, crushed and recycled. The activity will:

1. Puncture the filter anti-drain back valve or the filter dome end and hot drain, or dismantle and hot-drain the filter for a minimum of 24 hours. Ensure that the used oil from the filter is drained into a suitable container and disposed of in accordance with “Used Oil” guidance of this section.
2. Place drained filters in a 55-gallon steel drum. Make sure the drum is properly labeled and sealed, using the locking ring and bolt.
3. Complete four copies of DD Form 1348-1A or 1348-1. The forms must indicate the item as non-RCRA regulated.
4. Deliver the filters to the Regional Recycling Program (RRP) site (see section I.D. for more recycling information). Pickups for large quantities can be arranged by contacting the Recycling Site Manager. Contact the RRP for more details. No paperwork is required for recycling turn-in.

For all other types of fuel filters, including perforated filters, contact the MIDLANT Environmental Services Desk to arrange for a pickup of this waste, or bring the filters to Building Q50 at Naval Station Norfolk. The filters need to be put in clean, double plastic bags. The Pollution Prevention Program may be able to assist an activity in obtaining an oil filter crusher to enhance the draining process.

***R. INDUSTRIAL WASTEWATER***

Depending on the characteristics of the industrial wastewater and facility permit requirements, some wastewaters may be treated at the Navy’s Industrial & Oily Wastewater Treatment Plants (IWTPs) or will have to be disposed of off base via DRMO. Industrial waste water should not be mixed with any other wastes. For more information and assistance in disposing of industrial wastewasters contact the Regional Environmental Group Water Program Manager at 445-6680.

**PLEASE NOTE:** For boiler cleaning, if possible, use sodium nitrite instead of EDTA. If mercuric nitrite is used in the boiler process, the cleaning solution must be disposed of as hazardous waste.

**S. LOW LEVEL RADIOACTIVE MATERIAL (Ex. Smoke Detectors)**

Low-level radioactive material is disposed of through the Radiological Support Office (RASO). To dispose of these items, first establish an inventory, which includes the following information:

- Manufacturer Name
- Trade Name
- Model Number
- National Stock Number (if applicable)
- Radiological Hazard
- Radiological Hazard Amount
- Quantity of each

Secondly, send the inventory, the point of contact with phone number, and the storage location to RASO. For more information please contact Ms. Patricia Haworth or Ms. Lori Lohman at 887-4692.

**T. MEDICAL / BIO-HAZARDOUS WASTE**

For commands that generate a medical/bio-hazardous waste, a program has been established to ensure that this wastestream is managed and disposed of properly. All medical/bio-hazardous wastes should be taken to the Medical Clinic for storage. For details pertaining to the requirements and turn-in procedures, contact the Medical Clinic.

In the event of an emergency and/or incident, which requires clean-up of bio-hazardous material, contact the Command Duty Officer.

**U. METHYL ETHYL KETONE PEROXIDE (MEKP)**

Due to the reactive nature of this material and its high disposal costs; MEKP will be issued in either 1-ounce resin kits (NSN 6810-01-452-3268) or 2-ounce resin kits (NSN 6810-01-452-3273). Every attempt should be made to completely consume the accelerant (MEPK) in the process. To dispose of unusable quantities of MEKP, contact the Regional Hazardous Waste Program Managers, or the MIDLANT HW Technical Representative at 445-2919 ext. 3016 for guidance.

**PLEASE NOTE:** Check the Re-Use Store for MEKP before ordering any amount of MEKP. Do not order MEKP in one-gallon containers unless specific unique requirements exist and you are able to consume all of the product in your process after consulting with the Base Safety Office.

**U. NON-REGULATED or NON-RCRA REGULATED WASTE**

Some wastes are not classified as a hazardous waste (HW) and commonly referred to as “non-regulated wastes” or “non-RCRA wastes.” Such wastes still require special disposal to prevent environmental pollution and to ensure regulatory compliance. For example, used oil is not

regulated as hazardous waste; but still requires special disposal. If you are unsure of the proper disposal method for your waste, contact either your Regional Environmental Hazardous Waste Program Managers, or the MIDLANT HW Technical Representative at 445-2919 ext. 3016 for guidance.

**PLEASE NOTE:** It is a violation of state and federal law to dispose of non-regulated or non-RCRA regulated liquid waste in a trash dumpster, onto the ground or into bodies of waters.

## **V. OBA / EEBD CANISTERS**

Unused Oxygen Breathing Apparatus (OBA) canisters and Emergency Escape Breathing Devices (EEBDs) are to be turned into the FISC Reuse Store. Please see the Hazardous Material Reutilization portion of this guide for specific turn-in requirements for these items.

Used OBAs shall be turned into MIDLANT HW & Material Disposal Operations Branch, where they will be recycled. Used EEBDs must be managed as a hazardous waste (HW). The OBAs and EEBDs need to be kept in the original packages. Do not attempt to disassemble the original packages. To schedule a pickup, contact the MIDLANT Environmental Services Desk.

## **W. OIL, USED**

Used petroleum based oils can be recycled. Label the container in a manner that will properly identify its contents. Then contact Environmental Services Desk for further instructions or to schedule a pickup.

At the point of generation it is acceptable to consolidate the following **petroleum-based** products Used Oil, Used Hydraulic Fluid, Used PD-680 Type II (flash point no less than 140°F), or Used JP-5 in the same container as long as the following conditions are met.

1. Only the 4 wastestreams listed above can be consolidated into the same container.
2. All wastes being consolidated **must** be determined to be non-RCRA waste (flash point no less than 140°F) prior to consolidation.
3. All consolidated wastes must be transferred to MIDLANT Oil Recovery Division for recycling purposes.
4. The consolidated container shall be labeled "Used Oils". (Labels, stencils or hand written markings are acceptable.)

Used synthetic based oils cannot be recycled, but can be managed as non-RCRA waste. Label the container in a manner that will properly identify its contents. Then contact Environmental Services Desk for further instructions or to schedule a pickup.

If used petroleum based oils are contaminated with a non-regulated material, the oil can be recycled depending on the extent of contamination. Label the container in a manner that will properly identify its contents. Then contact MIDLANT Environmental Services Desk for further instructions or to schedule a pickup.



If used petroleum based oils are contaminated with gasoline, the mixture can be marketed as a fuel. If the flash point of the mixture is less than 140 °F, it must be managed as hazardous waste. If the flash point is 140°F or more, MIDLANT Oil Recovery Operations Division can process the mixture. Label the container in a manner that will properly identify its contents. Then contact NAVFAC MIDLANT Environmental Services for further instructions or to schedule a pickup.

If used petroleum based oils are contaminated with hazardous waste, the mixture may become classified as a hazardous waste. The addition of certain solvents (e.g., trichloroethene, or methyl ethyl ketone) or metals (e.g., lead, cadmium, chromium) may cause the mixture to become hazardous waste. Label the container in a manner that will properly identify its contents. Then contact MIDLANT Environmental Services Desk for further instructions or to schedule a pickup.

**For Ships:** In rare occasions, the oil is in a tank, the oil can be offloaded to a Sewage and Waste Oil Barge (SWOB). To obtain a SWOB, contact Ship Support Office to schedule a connection to waste-oil discharge line on piers. If a pier does not have a waste-oil discharge line, contact MIDLANT Environmental Services Desk to schedule a tanker. Allow 3-14 days for a pickup.

## **X. PAINTS**

**An empty aerosol paint can** is defined as a can that is at atmospheric pressure; meaning when the nozzle is depressed, no material or propellant is released from the container. The best way to ensure a can is empty is to puncture it with an approved puncturing device. To obtain an aerosol can-puncturing device, contact the Regional Environmental Pollution Prevention Program. Empty aerosol cans are to be placed in a plastic bag (no more than 25 per bag) and taken to the Regional Recycling Program or deposited in a metal-only dumpster.

**Empty paint can:** is defined as an original paint can that is free of liquids and contains less than 1 inch of dried paint. Paint cans that meet this definition can be taken to the Regional Recycling Program or deposited in a metal-only dumpster. To ensure the paint can is empty, remove as much of the paint from the container as possible, and then allow the containers to air-dry under the control and/or supervision of the operator.

**Unused/unopened containers of paint:** should be returned to the HAZMINCEN for potential reuse. Please see the Hazardous Material Reutilization Information section of this guide for more information and additional alternatives to disposal. If the cans are rejected by the HAZMINCEN, the items will be managed as a waste; follow the procedure listed below:

- **Used aerosol paint cans:** If the cans are rejected by the HAZMINCEN, contact Regional Recycling Program. The Recycling Program will puncture the cans, rendering them empty, then will recycle the containers.
- **Liquid or solidified oil-based paint:** is to be managed as a hazardous waste. Label the container in a manner that will properly identify its contents. Then contact MIDLANT Environmental Services Desk to schedule a pickup.

- **Liquid or solidified water-based (latex) paint:** is to be managed as a non-RCRA regulated waste as long as the paint is known to be mercury free. Check the MSDS for mercury contents. Label the container in a manner that will properly identify its contents. Then contact MIDLANT Environmental Services Desk to schedule a pickup.
- **Paint related items:** such as brushes, rags, and rollers that have not been used in associated with either RCRA hazardous metal laden paints (such as: cadmium, mercury, chromium, lead, etc) or RCRA hazardous solvents or thinners shall be discarded as hazardous waste.

**PLEASE NOTE:**

Tacky or wet paint related items are not allowed in a recycling or trash dumpster, and must be managed as hazardous waste. Contact MIDLANT Environmental Services Desk to schedule a pickup.

The Regional Environmental Pollution Prevention Program carries several types of equipment (paint shakers, paint brush holders, paint guns, paint gun washers, etc.) that have proven to reduce the amount of paint waste generated. If your activity is interested in learning more about this equipment, contact your P2 program, or the Regional Environmental P2 Program.

**Solvent Rags:** is defined as any rag that has been contaminated with a RCRA hazardous solvent such as Methyl Ethyl Ketone (MEK) or paint thinner. Rags that meet this definition must be managed as hazardous waste. Contact MIDLANT Environmental Services Desk to schedule a pickup.

**Y. PD-680**

There are two types of PD-680 materials. Type I PD-680 has a flash point of 100-105°F and would be a hazardous waste if discarded. Type II PD-680 has a flash point of 142°F and is not a hazardous waste if discarded. Generators of unused or discarded PD-680 material need to determine if the material is Type I or Type II. If the material is Type I, the waste must be labeled and disposed of as hazardous waste.

For Type II PD-680, it is important that the material be kept from other contaminants. If PD-680 Type II is contaminated with a hazardous waste, it must be disposed of as hazardous waste. PD-680 Type II mixed with other petroleum-based fluids, water or dirt is classified as a non-RCRA regulated waste and can be recycled. Label the container in a manner that will properly identify its contents and contact MIDLANT Environmental Services Desk to schedule a pickup.

## **Z POLYCHLORINATED BIPHENYL (PCB)**

For PCB waste pickup, assistance in identifying potential PCB items, or to schedule PCB sampling and testing by the MIDLANT Laboratory Services Branch, contact MIDLANT Environmental Services Desk.

PCB-containing fluorescent light ballasts are to be turned into MIDLANT HW & Material Disposal Operations Branch as PCB waste. Any non-PCB fluorescent light ballast can be disposed of as normal trash.

**PLEASE NOTE:** Fluorescent light ballast that does not possess the marking “PCB free” are to be assumed to contain PCBs and should be managed accordingly.

## **AA. CONTAMINATED RAGS / SHOP TOWELS**

Rags are managed in the same manner as the material that is absorbed into them. For example, if rags are used to absorb a hazardous waste, they are classified as a hazardous waste; rags used to absorb a non-RCRA regulated item, like oil, are classified as a non-RCRA regulated waste.

**Oily Rags:** If the rags were used to absorb a petroleum based oil, or hydraulic fluid, then the rags are considered non-RCRA regulated waste, (not a HW). Place the rags in clear double plastic bags and label them in a manner that will properly identify the contents.

At Naval Station Norfolk, oily rags and debris can be taken to the MIDLANT Oil Recovery Branch located at Bldg. Q-50. Segregate rags and spill debris as these items are managed differently. If you do not have the ability to transport your rags, contact MIDLANT Environmental Services Desk to schedule a pickup. Regardless if the rags are dropped off or picked-up, four completed copies of DD Form 1348-1A, or 1348-1 created in HICSWIN, for each item are required for turn-in. The 1348 must indicate the items as non-RCRA regulated. Rags must be double bagged in clear plastic with label affixed to the bag identifying the contents, job order number (see Appendix 8), and your command's UIC.

**Hazardous Waste (HW) Rags:** Rags that have been contaminated with HM/HW, such as MEK, gasoline, or paint thinner must be managed as HW. Applicable requirements, including labeling and proper storage, must be followed. Contact MIDLANT Environmental Services Desk to schedule a pickup. Do not transport rags that are considered hazardous waste.

**Shop Towel Laundering Service:** A shop towel laundering contract is available to all tenants (benefits: reduce cost associated with procurement and disposal). The shop towels are made of cotton, red in color, eighteen inches wide by eighteen inches long. They should be used for oils, greases, and hydraulic fluids only (non-regulated petroleum products). The contractor will pickup soiled shop towels and deliver clean shop towels from 0700-1700 Monday through Friday at your location. To obtain further information, contact the Rag Recycling Contract Administrator.

The current Navy Shop Towel Afloat/Ashore Management Program (STAMP) contract for U.S. - Eastern and Central Time Zones N00140-02-D-0163 is available on the DENIX Website at

<https://www.denix.osd.mil/denix/Public/News/NAVSUP4C3/navsup4c3.html>. Just click on Shop Towel to go to Shop Towel Main Page for additional information. You will see that all Naval vessels in port and shore activities at bases are covered by STAMP contracts.

At Naval Station Norfolk FISC Bldg. X-218, FISC has Navy Owned Shop Towels for distribution to ships. The process is for ships to contact their Navy Owned Shop Towels under region STAMP contract. As the distribution point, FISC will be collecting the soiled shop towels requiring cleaning and exchanging them for new and or laundered shop towels from the Contractor at FISC Bldg. X-218. Pickup and delivery is 0700-1500 Monday through Friday at your location.

The current shop towel contract requires the customer to either use shop towels provided by the contractor or to own their own towels and have the contractor wash them. In the first scenario, the local contractor delivers an agreed upon quantity of towels to ship. On a schedule has been agreed-upon, the contractor picks up soiled shop towels and replaces them with clean towels. The ship is then billed for the towels washed as well as the towels that are lost/missing. In the second scenario, the ship/government buys shop towels and has the contractor pick them up on an agreed-upon schedule and bills the ship for the cost of washing. To obtain further assistance, ship activities should contact the assigned Enhanced CHRIMP Afloat Program (ECAP) Technician, shore activities should contact the Rag Recycling Contract Administrator.

**PLEASE NOTE:** The Regional Environmental P2 Program carries 55-gallon-drum mounted wringers and small table top wringers that remove free liquids in rags, allowing for additional uses. For more information, contact the Regional P2 Program Managers.

#### **BB. SILVER / SILVER RECOVERY UNITS**

Silver recovery units used in photography shops, dental or hospital/ship X-ray rooms contain valuable amounts of silver. DRMO's Precious Metals Recovery Program will collect all re-usable forms of silver. They accept steel wool type silver recovery units, passive silver cell cartridges, electrolytic flake silver, as well as exposed photographic and X-ray film. A completed DD Form 1348-1A is required for transfer of the items, (see Appendix 2 for instructions). For specific instructions regarding turn-in procedures, contact DRMO – Silver Recovery Information.

#### **CC. UNKNOWNNS**

Generators of wastes or users of hazardous materials must do their utmost to prevent items from losing their identity and becoming "unknown." However, if contents become unknown, or are discovered at your site, follow the procedures outlined below.

1. Label the container "unknown."
2. Contact MIDLANT Laboratory Services Branch at 445-8850 to have the unknown item sampled and analyzed. Ensure that you request a characterization for disposal. Re-label the container, with the date the sample was taken and the words "Waiting Analysis."

3. When the lab analysis has been completed, proceed with segregation and disposal in the proper manner.

**PLEASE NOTE:** Ships may turn in unknown wastes to MIDLANT HW & Material Disposal Operations Branch under the normal procedures. The HW & Material Disposal Operations Branch will ensure that a complete analysis of the waste is conducted prior to disposal.

**DD. X-2 OR X-3 MATERIALS (CHEMICALS & RESINS)**

X-2 and X-3 materials must be de-militarized prior to disposal. MIDLANT HW & Material Disposal Operations Branch will provide this service. Contact MIDLANT Environmental Services Desk to schedule a pickup.

The following X-2 spent resins 6810-00-111-0564 and 6810-00-111-0567, must be taken to DDNV, Building X-132. These items are sent back to the manufacturer for refurbishing and reuse. All other spent X-2 should be managed as listed above.

**PLEASE NOTE:** To ensure proper handling, on the 1348-1A indicate the items are X-2 or X-3 material.

## APPENDIX 1: POINTS OF CONTACT

<b>Title</b>	<b>Name</b>	<b>Phone Number</b>
<b>Commander Navy Region Mid-Atlantic Safety</b>		322-2926 or 2927
<b>Defense Depot Norfolk Virginia (DDNV) – headquartered on Naval Station Norfolk but services the Mid-Atlantic Region</b>		
Compressed Gas Cylinder Yard	Mr. McKewn	443-3385
Cylinder Technical Support	Mr. Al Parsons	444-3914
Material Offload Scheduling	Ms. Carolyn Williams	443-3100
Material Turn-in Procedures	Mr. Ron Rickman Mr. Gene Parker 449-8117	443-3219; Pgr. 677-3250
X-2, X-3 Material Issue	Ms. Glenda Boon	444-2817 or 3177
<b>Defense Supply Center Richmond (DSCR) – headquartered on Naval Station Norfolk but services the Mid-Atlantic Region</b>		
Cylinder Information	Mr. John Leigh	804-279-4136 DSN 695-4136
Cylinders with ODS	Mr. Jerry Beasles	804-279-5203 DSN 695-5203
<b>Defense Reutilization &amp; Marketing Office (DRMO) – headquartered on Naval Station Norfolk but services the Mid-Atlantic Region</b>		
St. Juliens Creek Division		396-0137, 0138
Re-sale Information	Ms. Janett Hyman	445-5101
Hazardous Material Turn-in		445-4450
Silver Recovery/Precious Metal Recycling	Ms. Susan Blackwell	444-5600
Waste Disposal – Supervisor	Mr. Mike Sawyer	444-5198
Waste Disposal – Specialist	Mr. Carl Vega	444-5173
Waste Disposal – Specialist	Ms. Bernadette Haden	445-1037
<b>Fleet Industrial Supply Center (FISC) – headquartered on Naval Station Norfolk but services the Mid-Atlantic Region</b>		
Customer Service		443-1181, 1182, 1183
HAZMINCEN – Little Creek	Mr. Rodney Ross	462-4053
HAZMINCEN – Norfolk	Mr. Craig Hughes	444-8230
HAZMINCEN – Oceana	Ms. Mary Toller	433-3730
HAZMINCEN – Fort Eustis	Ms. Tanna McDowell	878-2781
HAZMINCEN - Northwest	Mr. Craig Hughes	444-8230
Reuse Store Facility (X-218)	Mr. Les Doggett	445-7942
Reuse Store – Cylinder Issue	Mr. Davis	444-1810, 444-4528
<b>Hazardous Material Program Office (HMPO) East</b>	<b>Mr. Wayne A. Keeyes Director</b>	<b>443-1312</b>
Enhanced CHRIMP Afloat Program (ECAP)		
Program Manager	Mr. Kurt Kaufman	443-2546
Senior Program Analyst	Mr. Mike Donohoe	443-2411
ECAP Support Bldg. W-143	CG/DD/DDG/FFG/LCC/LPD	443-2547/1311/1303/ 2557/2558/1267/2412
ECAP Support Bldg. X-218	AOE/CVN/LHA/LHD	444-4789/0593
ECAP Support Little Creek	LSD/ARS/PC	462-4025

<b>Title</b>	<b>Name</b>	<b>Phone Number</b>
<b>Regional Environmental Group</b>		
<b>Environmental Compliance Department</b>		
<b>NAB Little Creek</b>		
Director	Mr. Brian Hostetter	462-8564 x 392
Team Leader	Mr. Glenn Rountree	462-8564 x 364
Specialist	Mr. Harvey Glass	462-8564 x 380
Specialist	Mr. Keith Crutchfield	462-8564 x 381
<b>Naval Station Norfolk</b>		
Director	Mr. Rob Schonk	445-6703
Team Leader	Ms. Evelyn Baker	445-6852
Specialist	Ms. Deborah Meredith	445-6826
Specialist	Mr. Thomas McKinney	445-6796
Specialist	Mr. Lary McMillan	445-6791
<b>NAS Oceana/ Dam Neck Annex</b>		
Director	Mr. Terry Chamberlain	433-3437
Team Leader	Mr. Jerry Blau	433-3435
Specialist (STKWING, FITWING)	Mr. Jimmy Bonavita	433-3461
Specialist (NSA, NW, NALF, PWC, Dare County)	Mr. Nikki Brown	433-3439
Specialist (Dam Neck)	Mr.	433-3434
Specialist (MWR, NEX, VACAPES, AIMD)	Mr. Steve Hanson	433-2131
<b>NWS Yorktown / Cheatham Annex</b>		
Director	Mr. Sean Heaney	887-4707
Team Leader	Ms. Rhonda Mickelborough	887-4958
Specialist	Mr. Roy Snowden	887-4358
Specialist	Ms. Darlene Rodrigues	887-4095
<b>Regional Environmental Group</b>		
<b>Environmental Compliance Department</b>		
<b>Hazardous Waste Media</b>		
Director	Mr. Rob Schonk	445-6703
Media Manager (Naval Station Norfolk, NAB Little Creek, Craney Island, St. Juliens Creek Annex, Southgate Annex, Scott Creek Annex)	Mr. Tom Kowalski	445-6775
Media Manager (NWS Yorktown, Cheatham Annex, NAS Oceana, NSG Northwest, Dare County, Fentress Airfield)	Mr. Khoa Nguyen	445-6730
<b>Environmental Pollution Prevention</b>		
Director	Mr. Terry Chamberlain	433-3437
P2 Media Manager	Ms. Melissa Green	433-3438
P2 Media Manager	Ms. Linda Hicks	433-3443

<b>Title</b>	<b>Name</b>	<b>Phone Number</b>
<b>Regional Recycling Program</b>		
Regional Director	Mr. Tony Kealy	444-5335
NAS Oceana / Dam Neck	Ms. Teresa Arnold	433-2454
NAB Little Creek	Mr. Butch Vanetta	462-1447 / 7401
Naval Station Norfolk	Mr. Mike Berry	444-3009 ext. 354
NWS Yorktown / Cheatham Annex	Mr. William Janik	887-4381
<b>Environmental Services Department</b>		
Environmental Operations Dept. Head	Mr.	445-2917 ext. 3008
Environmental Operations Director	Ms. Merrill Ashcraft	445-2917 ext. 3041
HW Technical Representative Program Manager	Dr. P. "Josh" Joshipura	445-2917 ext. 3016
HW & Material Disposal Operations Supervisor – Chemists	Ms. Mary Stuck	445-2917 ext. 3012
Profile Chemist	Mr. Alan Kersnick	445-2917 ext. 3030
	Mr. Bobby Hughes	445-2917 ext. 3017
Environmental Services Desk ■ Primarily for Norfolk and Yorktown ■ Secondary for Mid-Atlantic Region	Mr. Bill Whitmire and Ms. Valerie Dingle-Trotter	444-7528
HW & Material Disposal Operations – Little Creek	Mr. Alonzo Bailey or Mr. Rick Gove	462-7363
HW & Material Disposal Operations – Yorktown	Mr. Tommy Napier	445-2919 x 3035
HW & Material Disposal Operations – Oceana/Dam Neck	Mr. Sam Staples Mr. Dave Crawford	433-3099
Asbestos & Insulation Branch	Mr. Leslie Jenkins	445-2917 x 3036
Laboratory Services Branch	Ms. Bettie Bradley	445-8850 x 3002
Oil Recovery Operations Division	Mr. Doug Moore	445-1047
<b>Other Commands/Departments</b>		
NEMPU2		444-7671
NAB Little Creek - Used cooking oil disposal	MSC Bauersford	462-8361 / 462-7624
Medical Clinic – NAB Little Creek	Med. / Bio-Waste Disposal	314-7336 / 314-7338
Medical Clinic – NAS Oceana	Med. / Bio-Waste Disposal	314-7143 / 314-7144
Medical Clinic – NASO Dam Neck Annex	Med. / Bio-Waste Disposal	314-7240
Medical Clinic – Naval Station Norfolk	Med. / Bio-Waste Disposal	314-6326 / 314-6242
Medical Clinic – NNSY	Med. / Bio-Waste Disposal	396-5203
Medical Clinic – NSA Northwest	Med. / Bio-Waste Disposal	421-8220 / 421-8221
Medical Clinic – NWS Yorktown	Med. / Bio-Waste Disposal	314-6108
PWC Maintenance Department – Norfolk		444-4419
PWC Transportation Department – Norfolk		444-2950
Port Services		444-7345
Rag Recycling Contract Administrator	Ms. Diane Champion Ms. Blair Collins	443-1343 717-790-6856
Ship Support Office		445-7447



## **APPENDIX 2: INSTRUCTION FOR DD FORM 1348-1A, or HICSWIN DD FORM 1348-1**

### **I. GENERAL SAFE HANDLING GUIDANCE**

1. Segregate material according to Federal Stock Class (FSC), compatibility and container size.
2. Segregate used from unused HM/HW.
3. Place leaking HM in appropriate salvage containers (5, 55, or 85 gallon).
4. Properly complete four copies of DD Form 1348-1A or HICSWIN 1348-1 for all waste turn-ins to MIDLANT HW & Material Disposal Operations Branch as follows:

### **II. REQUIREMENTS FOR DOCUMENTATION**

NAVFAC MIDLANT, DRMO, & FISC require the following information on DD form 1348-1a, or Form 1348-1 created in HICSWIN:

- Block: 02. Activity generating the waste, (Ex. Building # or Command/Ship & Hull #).
03. Activity accepting the waste (Ex. MIDLANT, DRMO, FISC, or UIC, etc.)
04. Mark for "DISPOSAL," "RECYCLING," "REUSE," "MIDLANT," "DRMO," "FISC," etc.
17. Generic name of product.
18. Type of container (Ex. 55 gallon, 5 gallon, 10 -lb. Box)
- 19 (or 25-29) Number of containers
20. Total Weight of Shipment (May leave blank if turned into MIDLANT, they will weigh the materials MIDLANT takes custody of.)
24. Unit Identification Code (UIC) Number.
25. FSC and NIIN (The National Stock Number). Include the manufacturer.
- Open Area Additional data - Enter MSDS or profile number, if known.
- Open Area Job Order Number (JON) (required for non-FLT activities)
- Open Area A point of contact (who has knowledge about the process that generated the waste) and phone number.
- Open Area All activities not using HICSWIN, list the process that generated the waste, (Ex. painting, degreasing, etc.)

Open Area Words "Approved for transfer" and a qualified signature

Open Area FISC ECAP approval noted.

In addition to the general requirements, MIDLANT upon receipt of materials will add the following information:

Open Area Unique drum control number or barcode

Open Area Container status "R" for ready, "RP" for repack, or "M" for misidentified  
Ready: DOT shipable containers & properly labeled.  
Repack: container is damaged, leaking, or does not meet DOT requirements for shipment  
Misidentified: usually unknowns abandoned materials, or items that have to be tested to determine contents prior to disposal.

22 MIDLANT will sign for custody of material (one copy return to client)

23 MIDLANT will enter date of acceptance.

For off-site transportation only:

16 MIDLANT will enter the DOT proper shipping name, UN or NA code, packing group, and EPA codes when appropriate.

20 When appropriate enter weight.

Open Area Emergency Response Guide number

In addition to the general requirements listed above, DRMO also requires the following information:

Boxes 52-53 Fund Code (Command Specific)

65-66 Demilitarization Code

74-80 Unit Price

Open Area DOT Certification statement: "The HM is packaged in containers as prescribed in DOT HM Regulations 49 CFR parts 170-189." Please note that original containers meet this certification.

## DD Form 1348-1A

## DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

27. ADDITIONAL DATA		28. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (55-56) UP (74-80)		25. NATIONAL STOCK NO. & ADD (8-22)		24. DOCUMENT NUMBER & SUFFIX (30-44)		1. TOTAL PRICE		2. SHIP FROM		3. SHIP TO	
Process: Ship Deck Painting POC Jen Sailor 444-4444  ERG # 128				8010-00-877-6415 (Chem-try)  MSDS #BHW/BZ		UIC # 12345 Job Order Number (JON): 123456702003 (required for non-LF Activities)		45464744495051626364555667565860816263645566788897071727374757677787980		U.S.S. SHIP HULL # 0001		PWC, FISC, DRMO, HAZMINCENT	
								UNIT PRICE DOLLARS CTS		DOLLARS		CTS	
								5. DOC DATE		6. NMFC		7. FRT RATE	
								10. QTY. RECD		11. UP		12. UNIT WEIGHT	
								13. UNIT CUBE		14. UFC		15. SL	
								16. FREIGHT CLASSIFICATION NOMENCLATURE (PWC will enter Proper Shipping name) Waste Paint, 3, UN1263, pg II, (Doo1		17. ITEM NOMENCLATURE Waste Paint			
								18. TY COUNT		19. NO COUNT		20. TOTAL WEIGHT	
								21. TOTAL CUBE		22. RECEIVED BY (completed by receiving agent)		23. DATE RECEIVED (date accepted)	
								55G		2		900	

PerFORM (DLA)

PREVIOUS EDITION MAY BE USED

# HICSWIN DD Form 1348-1

1	2	3	4	5	6	7	23	24	25	26	27	28	29	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	1 TOTAL PRICE		2 SHIP FROM		3 SHIP TO	
D I O C E N T		R I F R O M		M + S		U I N S I S T		QUANTITY		S E R		SUPPLE- MENTARY ADDRESS		S I G		F U N D		DIS- TRI- BU- TION		PRO- JECT		P R I		R D D E A Q L T E		A D V		R I		O C / P N D		M G T		UNIT PRICE		DOLLARS		CTS		V21247		N00187													
								CN 3																																															
24 DOCUMENT NUMBER + SUFFIX (30-44)  <b>V2124730847002</b>																								<b>HAZARDOUS MATERIAL</b>																5 DOC DATE		6 NMFC		7 FRT RATE		8 TYPE CARGO		9 PB							
25 NATIONAL STOCK NO + ADD (8-22)  <b>6850000035295</b>																								10 QTY RECD		11 UP		12 UNIT WEIGHT		13 UNIT CUBE		14 UFC		15 SL		16 FREIGHT CLASSIFICATION NOMENCLATURE																			
26 RIC (4-8) UI (23-24) QTY (25-28) CON CODE (71) DIST (55-56) UP (74-80)																								17 ITEM NOMENCLATURE <b>CLEANING LUBRICATING COMP</b>																18 TY CONT		19 NO CONT		20 TOTAL WEIGHT		21 TOTAL CUBE									
27 ADDITIONAL DATA  <b>APPROVED FOR TRANSFER</b>  <b>SKC (SW) DAVIS</b> <b>USS THEODORE ROOSEVELT (CVN-71)</b>																								22 RECEIVED BY																23 DATE RECEIVED															
Manufacturer Name: <b>4-TEK INDUSTRIES, INC.</b>																								Manufacturer Address:																<b>ECAP</b>  Date: Initials:															

## **APPENDIX 3: RATE STRUCTURE FOR WASTE DISPOSAL**

When an item is determined to be a hazardous waste, the customer will be charged by MIDLANT Hazardous Waste (HW) & Material Disposal Operations Branch and by DRMO. MIDLANT HW & Material Disposal Operations Branch will charge for the services they provide. These charges are dependent on how the waste is turned in and what services NAVFAC MIDLANT must provide in order for the item to be disposed of. The DRMO charges are the actual cost of disposal of the item.

Rate #1: If the waste is properly identified and packaged in a DOT approved container, the MIDLANT charge for transporting, processing and managing the waste is \$1.27 per pound.

Rate #2: If the waste is properly identified and is not in a DOT approved container, the MIDLANT charge for transporting, processing, repackaging, and managing the waste is \$1.91 per pound.

Rate #3: If the waste is not properly identified regardless of the type of container it is in, the PWC charge for transporting, identifying processing, repackaging, and managing the waste is \$5.08 per pound

For oily rags, the MIDLANT charge is \$0.65/lb for pickup.

The DRMO charges cover the actual cost of disposal of the item. These charges can range from \$0.04 cents per pound to over \$25.00 per pound. The cost is dependent on the specific hazardous characteristics of the waste.

**PLEASE NOTE:** The weight charge of the material/waste will include the weight of the DOT-shipping containers.

## APPENDIX 4: SPILL REPORTING PROCEDURES

1. All spills must be reported immediately to the Emergency Communications Center (ECC).

Naval Station Norfolk	444-3333
NAB Little Creek	462-4444
NAS Oceana	433-9111
NWS Yorktown	887-4911

The individual reporting the spill must provide a point of contact and a telephone number where they can be reached. In addition, the spill reporter must be prepared to provide information on the spill, i.e., what was spilled, how much was spilled, what water way was affected, source of the spill and how the spill is being cleaned up or contained.

2. In the event of a spill of oil or a hazardous substance, Navy personnel may take action to stop, reduce, or contain the spill, provided they have the proper training and equipment to do so. Notify the ECC if any cleanup assistance required (i.e. MIDLANT Spill Response Team).

3. ECC will dispatch the appropriate station Command Duty Officer (CDO) and the Station Fire Department to the spill location. Upon arrival of the Fire Department, the command who reported the spill will relay all of the pertinent information to the Fire Department, who will serve as the Incident Commander (IC) for the duration of the spill containment, clean up and investigation process.

4. The National Response Center (NRC) will be notified by the Fire Department of all spills that reach a waterway, either directly or indirectly and as required for hazardous substance spills. The command responsible for the spill is required to report the incident, by sending a Navy spill message, in accordance with COMNAVBASENORVA/SOPA(ADMIN)HAMPINST 5400.1F and OPNAVINST 5090.1B for all spills reaching the water and as required for hazardous substance spills. The Regional Environmental Group is responsible for submitting the 5-day letter to Virginia Department of Environmental Quality. The command responsible for spill must contact the Regional Environmental Group to ensure the spill information is available to the Regional Environmental Group.

5. A flow chart for spill reporting is provided (see below). The chart can be used as a quick reference on spill reporting requirements.

6. If there are any questions on spill reporting requirements, call your Environmental Representative for more information. Generally, personnel that fail to report a spill or who submit false or misleading information may be subject to criminal sanctions, including fines and/or imprisonment.

### INFORMATION REQUIRED WHEN REPORTING A SPILL

1. Name of person reporting the spill.
2. Command of person reporting the spill.
1. Date and Time of spill.
2. Cause of Spill
3. Substance spilled.
4. Quantity spilled.
5. Weather conditions including wind direction and speed and cloud cover.
6. Slick description including color and size.
7. Clean-up information: method, time and person(s) performing the clean up.
8. Spill Cleanup assistance requirements.
9. Notifications made to other commands.

# Spill Reporting Procedures

The command responsible for the spill, must ensure that all actions and notifications pertaining to the incident are conducted.

Spill Occurs

If possible (without causing harm to yourself)  
Contain and initiate clean-up of the spill and  
Call Emergency Communications Center (ECC)  
(Phone Numbers are listed to the right)

## Emergency Communication Center (ECC)

Naval Station Norfolk	444-3333
NAB Little Creek	462-4444
NAS Oceana	433-9111
NWS Yorktown	887-4911

Determine if the incident is a  
reportable spill

Was the spill over 25 gallons?.

Did the spill reach a waterway,  
Storm-drain, etc.?

Was a hazardous substance spilled,  
above its Reportable Quantity (RQ)?

YES,  
to any  
of the  
questions

Ensure that Emergency Communications  
Center (ECC), Regional Environmental and  
your command are aware of the incident.

There are additional reporting requirements  
associated with this incident.

NO,  
to all  
of the  
questions

The command responsible for the spill is required to generate the Navy spill message for the incident.

The Fire Department is the Incident Commander (IC) at the scene of the spill. The IC shall assess the situation to determine if additional clean-up assistance is required.

## PLEASE NOTE

Spills of any petroleum or synthetic oil products, hazardous substances or CHT/Sewage to navigable waters, land or storm drain system require immediate reporting to ECC. Appropriate / additional messages shall be generated within hours of discovery of the incident.

## **APPENDIX 5: CONTAINER PROCUREMENT & MARKING DEVICES**

### **CONTAINER PROCUREMENT**

If original containers cannot be used to store the HW, acceptable containers may be obtained by the following methods:

1. The Regional Recycling Program has free, used drums on a limited basis. Contact the Regional Recycling Program for availability.
2. New or reconditioned drums can be purchased through FISC, contact FISC Customer Service for more details.
  - 55 gallon steel with bung openings: NSN 8110-00-292-9783
  - 55 gallon steel with open tops: NSN 8110-00-030-7780
  - 55 gallon plastic with bung opening: NSN 8110-01-150-0677
3. Other containers may be used if they meet the Department of Transportation container requirements. Any container used to store a hazardous waste must be made of or lined with materials, which will not react with, and are compatible with the item(s) to be stored inside them. The container must possess the ability to hold the waste without being impaired. The containers must be able to be secured/sealed to ensure the contents will not spill during routine storage or transportation.
4. Empty drums can be obtained at Building CD-26 (Naval Station Norfolk, 444-0353). MIDLANT does not provide empty drums.

### **MARKING DEVICES**

Paint Pens may be used to mark the containers with the proper information. Ordering information for Paint Pens is listed below:

- White Paint Pen NSN 7520-01-207-4149
- Red Paint Pen NSN 7520-01-207-4161
- Yellow Paint Pen NSN 7520-01-207-4165
- Gold Paint Pen NSN 7520-01-207-4166



## **APPENDIX 6: STANDARD OPERATING PROCEDURE for SATELLITE ACCUMULATION AREAs**

Enclosure: (1) Inspection Checklist for Satellite Accumulation Area (SAA)

The purpose of a SAA is to allow hazardous waste (HW) to be managed properly without interfering with the work process. The Regional Environmental Group prior to use must approve all SAAs. The Hazardous Waste Program Manager must approve the establishment or closure of a SAA. To establish or close a SAA, contact the Regional Environmental Group, Hazardous Waste Program Managers, or the environmental department on base, prior to the planned date of establishment or closure of the SAA. The SAA must meet the following requirements:

1. A SAA is limited to the process that generates the HW.
2. A SAA must be under the control of the operator of the process generating the HW.
3. A SAA must be located at or near the point of waste generation.
4. A maximum of 55 gallons of all non-acute hazardous wastes or one (1) quart of all acutely hazardous wastes may be accumulated per SAA, regardless of the number of HW containers used in the SAA.
5. Containers in the SAA will be marked with the **full** date – the date the HW container reaches its capacity, regardless of its sizes. Once full, the container(s) must be moved to a 90-day HW accumulation area or be picked up by the MIDLANT HW & Materials Disposal Operations Branch **within 72 hours**. It is highly recommended that when a container reaches **75% full**, the SAA custodian contact MIDLANT Environmental Services Desk to arrange a pickup.
6. All HW in a SAA must be stored in containers that are in good condition, not rusted, corroded, dented, or leaking. If a container is not in good condition or if the container begins to leak, the operator of the SAA shall transfer the HW from this container to a container that is in good condition. The HW must also be stored in containers that are compatible with the wastes. **The containers must also be closed at all times, except when waste is added.**
7. Each SAA must have a spill kit located nearby. A spill kit generally consists of at least one drum, absorbent and other items (shovel, mops, absorbent rags, etc.) as needed to clean up a spill equal to the contents of the containers stored in the SAA.
8. If a spill, overfill, or leak of HW occurs, clean the released HW with appropriate absorbent(s), sweep up or use other appropriate methods. The contaminated absorbent(s) is considered HW and shall be managed as such. Follow the spill reporting procedures in Appendix 4.
9. All containers holding HW in a SAA must be marked with the words “HAZARDOUS WASTE” and the name of the specific contents in the container. **“The Words HAZARDOUS WASTE” must be spelled out, no abbreviations are allowed.**
10. Each SAA must have a fire extinguisher located within fifty (50) feet of the area. The fire extinguisher must be easily accessible at all times. An ABC type extinguisher is recommended. The SAA operator must also ensure the fire extinguisher is routinely inspected in accordance with safety or fire department requirements.

11. A “NO SMOKING” sign must be posted if ignitable or reactive wastes are stored in the SAA.
12. Each SAA must have a sign with the words “SATELLITE ACCUMULATION AREA” posted at the area. Each SAA must also have emergency procedures and a list of emergency phone number(s) posted at the SAA.
13. The custodian of a SAA must have annual training on environmental awareness established by the Regional Environmental Group.
14. No hazardous waste may be moved from one SAA to another SAA.

## SATELLITE ACCUMULATION AREA (SAA) CHECKLIST

INSPECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ AREA: \_\_\_\_\_  
 CUSTODIAN: \_\_\_\_\_ PHONE No.: \_\_\_\_\_ CODE/UNIT: \_\_\_\_\_

**All "NO" answers require the violation to be noted and corrected.**

<i>SAA Compliance Questions</i>	<i>Circle Answer</i>	<i>Violation Noted</i>	<i>Action / Date Completed</i>
1. Is the SAA near the point of generation and under control of the operator of the process generating the waste?	Yes No		
2. Is the area free of any spills or container overfills (waste product on the container lid)?	Yes No		
3. Is a fire extinguisher located and available within 50 feet?	Yes No		
4. Is spill control equipment (Example: absorbents) available at the SAA?			
5. Has the HW operator/site custodian received annual training?	Yes No		

**If there is no hazardous waste currently stored at the site answer N/A (not applicable) for the remainder of this checklist.**

6. Is "SATELLITE ACCUMULATION AREA" sign and emergency contact information posted at the site?	Yes No N/A		
7. Is "NO SMOKING" sign posted if ignitable or reactive wastes are stored?	Yes No N/A		
8. Is the total volume of hazardous waste 55 gallons or less (OR 1 quart or less of acutely hazardous waste)?	Yes No N/A		
9. Are containers kept sealed at all times except when waste is added?	Yes No N/A		
10. Are containers in good condition (non-leaking or non-corroded) and compatible with the waste stored in them? (Example of incompatibility: corrosive waste in a metal drum)	Yes No N/A		
11. Are the containers clearly marked with the words "HAZARDOUS WASTE"?	Yes No N/A		
12. Are the containers marked with the name of the specific waste contained within? (The name should accurately identify all contents.)	Yes No N/A		
13. If container is full, is the full date clearly visible on the container? (Containers must only be dated once they are full and when full must be removed within 72 hours).	Yes No N/A		

## **APPENDIX 7: STANDARD OPERATING PROCEDURE for HAZARDOUS WASTE ACCUMULATION AREA**

Enclosure: Hazardous Waste Accumulation Area Inspection Checklist for Containers Less Than or Equal to 119 Gallons.

The purpose of a Hazardous Waste Accumulation Area (HWAA) is to store hazardous waste (HW) for up to 90 calendar days. The Regional Environmental Group prior to use must approve all HWAAs. The Regional Environmental Group notifies the Virginia Department of Environmental Quality (VDEQ) of the site's establishment and performs periodic inspections of all HWAAs to ensure compliance with applicable federal, state, and local regulations. The VDEQ also performs annual HW inspections at the HWAAs. To establish a HWAA, contact the Regional Environmental Group, or the environmental department on base, 20 days prior to establishment of the HWAA.

The Hazardous Waste Program Manager must also approve closure of a HWAA. Contact the Regional Environmental Group, Hazardous Waste Program Managers, or the environmental department on base, prior to the planned date of establishment or closure of the HWAA.

Prior to appointment as HWAA custodian, the custodian or any alternate(s) must receive HW training. The Regional Environmental Group must be notified whenever a new HWAA custodian is assigned. The custodian is responsible for ensuring the following requirements are met.

### **STORAGE/CONTAINERS**

1. All HW must be stored in containers that are in good condition (not leaking, dented, rusted, or corroded). Container greater than 26 gallons used for the storage of Volatile Organic Carbons must be DOT approved or documented to have appropriate air emissions controls. Containers used for the storage of Volatile Organic Carbons and greater than 119 gallons must be documented to have appropriate air emissions controls. To obtain air emission documentation, contact the Regional Environmental Group for assistance.
2. To avoid adverse chemical reactions and spills, containers must be compatible with the HW stored in them. Do not place HW in an unwashed container that previously held an incompatible waste or material. Use plastic lined containers for corrosive wastes and steel containers for most other types of waste.
3. To avoid adverse chemical reactions, facilitate recycling, and minimize disposal cost, separate containers must be used for each type of waste. Select container size according to the amount of HW generated. Open top containers are generally used for solids and cannot contain any free flowing liquid, while bung top containers are used to store liquids. Do not commingle HW and HM. Once a container of HM has been contaminated with HW, the whole container must be managed and disposed of as HW.
4. A wall, berm, dike, or other device to prevent violent reactions must separate incompatible wastes. For assistance with incompatibility determination, contact your safety office or call the Regional Environmental Group.
5. Good housekeeping standards must be employed at all times; keep the HWAA orderly and free from trash.
6. To prevent spillage and fumes, keep HW containers sealed at all times except when adding wastes.

7. Adequate aisle space will be maintained to allow movement of personnel and incident response equipment.
8. Each HWAA must have a sign with the words “HAZARDOUS WASTE ACCUMULATION AREA” posted at the area. Each HWAA must also have emergency procedures and a list of emergency phone number(s) posted at the area.
9. A “NO SMOKING” sign must be posted if ignitable or reactive wastes are stored in the HWAA

## **LABELING**

1. All labels and marking must be readily visible.
2. Each HW container must be labeled with the following:
  - a. **The words “HAZARDOUS WASTE” must be spelled out; no abbreviations are allowed.**
  - b. The specific contents of the container. All contents of the container must be listed on the outside of the container.
  - c. The accumulation date. The accumulation start date is the date the first drop of HW is placed into the container.
3. HW containers must be stored for less than 90 days. Each HW container must be picked up before 90 days elapses; therefore, coordination must be made with MIDLANT HW & Materials Disposal Operations Branch for pickup prior to the 90-day deadline. In order to provide MIDLANT adequate time to respond to a pickup request, the HWAA custodian should contact MIDLANT for a pickup **no later than day 60** of the accumulation start date.
4. If containers are being reused, all old labels and markings of the original container must be removed or obliterated. This can be done by spray painting over the original label or marking through it with indelible markers.
5. Containers of used oil, used antifreeze and used hydraulic fluid should be marked “USED PETROLEUM OIL,” “USED SYNTHETIC OIL,” or “USED ANTIFREEZE.” Do not mix the oil or antifreeze with any other wastes. Petroleum based oil products and synthetic based oil products should be accumulated in separated containers.

## **SPILLS/SPILL CONTROL EQUIPMENT**

1. Suitable spill control equipment must be available to contain the contents of the largest container stored in the HWAA.
2. If a spill, overfill, or leak of HW occurs, clean the released HW with appropriate absorbent(s), sweep up or use other appropriate methods. The contaminated absorbent(s) is considered HW and shall be managed as such. Follow the spill reporting procedures in Appendix 4.
3. A suitable fire extinguisher must be easily accessible within 50 feet of the HWAA. Ensure fire extinguisher is routinely inspected in accordance with safety or fire department requirements.

## **INSPECTION/TRAINING**

1. The site custodian or qualified alternate, using the attached checklist, will inspect the accumulation area every seven (7) calendar days. The checklist must be entirely completed.
2. Any deficiency/violation must be corrected immediately. Deficiency corrections must be noted on the inspection sheet in the space provided. Corrective action taken, date accomplished, and initials of person performing corrections must be recorded.
3. All inspection checklists must be kept for three (3) years.
4. Annual HW training is required for all personnel performing the inspection checklist. Incoming personnel must receive training prior to the appointment as the HWAA custodian. A copy of the HW training certificates or other suitable documentation must be kept with the inspection sheets.

## HAZARDOUS WASTE ACCUMULATION AREA (HWAA) CHECKLIST

INSPECTOR: _____ DATE: _____ TIME: _____ AREA: _____			
CUSTODIAN: _____ PHONE No: _____ CODE/UNIT: _____			
<b>All "NO" answers require the violation to be noted and corrected.</b>			
<i>HWAA Compliance Questions</i>	<i>Circle Answer</i>	<i>Violation Noted</i>	<i>Action / Date Completed</i>
1. Are good housekeeping standards employed?	Yes No		
2. Is the area free of any spills or container overfills (waste product on the container lid)?	Yes No		
3. Is a fire extinguisher located and available within 50 feet?	Yes No		
4. Is spill control equipment (examples: absorbents) available at the Site?	Yes No		
5. Are HW inspections conducted and properly documented every 7 days?	Yes No		
6. Are HW inspection records kept for 3 years?	Yes No		
7. Has the HW manager received annual training?	Yes No		
<b>If there is no hazardous waste currently stored at the site, <u>answer N/A</u> (not applicable) for the remainder of this checklist.</b>			
8. Are "HAZARDOUS WASTE ACCUMULATION AREA" sign and emergency contact information posted at the site?	Yes No N/A		
9. Is "NO SMOKING" sign posted if ignitable or reactive wastes are stored?	Yes No N/A		
10. Are the HW containers less than or equal to 119 gallons?	Yes No N/A		
11. Are HW containers in good condition (non-leaking or non-corroded) and compatible with the waste stored in them?	Yes No N/A		
12. Are <b>VOC</b> HW containers (either) A. Less than 26 gallons, or B. DOT approved, or C. Are air emissions documentation allowing non-DOT containers maintained with the inspection records?	Yes No N/A		
13. Are incompatible wastes separated by a wall, berm, or overpack to prevent mixing?	Yes No N/A		
14. Are HW containers kept sealed except when waste is being added?	Yes No N/A		
15. Are HW labels clearly visible?	Yes No N/A		
16. Is each HW container labeled with "HAZARDOUS WASTE," the specific contents, and the accumulation start date?	Yes No N/A		
17. Are old labels & markings removed?	Yes No N/A		
18. Are all HWs stored less than 90 days?	Yes No N/A		
19. Are adequate aisle spaces maintained for incident response?	Yes No N/A		

## **APPENDIX 8: PROCEDURE FOR ESTABLISHING A JOB ORDER NUMBER**

In order to provide service to any customer, a job order number must be established with the Norfolk PWC comptroller.

To establish a job order number the customer must provide a Funding Document (NAVCOMPT form 2275) or a Requisition & Invoice (form DD-1149). The funding document should state under the description of work “MIDLANT ENVIRONMENTAL SERVICES” at minimum and should list the type of work requested. Forms may be obtained at the comptrollers’ office for each command. Copy of the completed funding document must be sent to MIDLANT Comptroller Code 151.3 (Accounts Receivable), FAX # (757) 445-9828. The MIDLANT Comptroller can assign a job order as soon as the funding document is received. Work may be sent as soon as the job number is established.



